Headquarters U.S. Marine Corps Awards Processing System Brief

March 2002

presented by
Capt Sharron Michael
Assistant Branch Head,
Military Awards Branch

Purpose

- Instruct
  - Provide instruction on the customer side of the Marine Corps Awards Processing System
  - Provide instruction on the manager side of the Marine Corps Awards Processing System

Scope

The system affords the *entire* Marine Corps access to the awards processing system that can be utilized by all levels (originator-company-battalion-regiment-division-MEF-MarFor-HQMC) for the processing, submission and storage of all personal and unit award recommendations.

This system came on line on Oct 1, 2000. All awards are submitted using this system.

What was developed

- An Internet-based application (can be accessed by anyone in the Marine Corps that has Internet access) for originating, forwarding, processing and storing all personal awards. For field approved awards they can be printed by the appropriate delegated awarding authority command.
- The System is secure (Privacy Act info such as SSN) with this Headquarters providing access to those who register.

The Website

- The Website can be accessed from the MarineLink website (WWW.USMC.MIL) or directly at the following URL:
  - https://kuwait.manpower.usmc.mil

Awards Processing System Website

Main Page

Main Page Options

09/10/16

https://osprey.manpower.usmc.mil/manpower/mm/mmma/awardsref.nsf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://osprey.manpower.usmc.mil/manpower/mm/mmma/awardsref.nsf Go

Marines Awards Web Site

Users from .mil sites

If you are a user from a .mil network location, click here to access and process unit or individual awards. You must be registered to originate, review, process, or approve an award

Process Awards

Users from non .mil sites

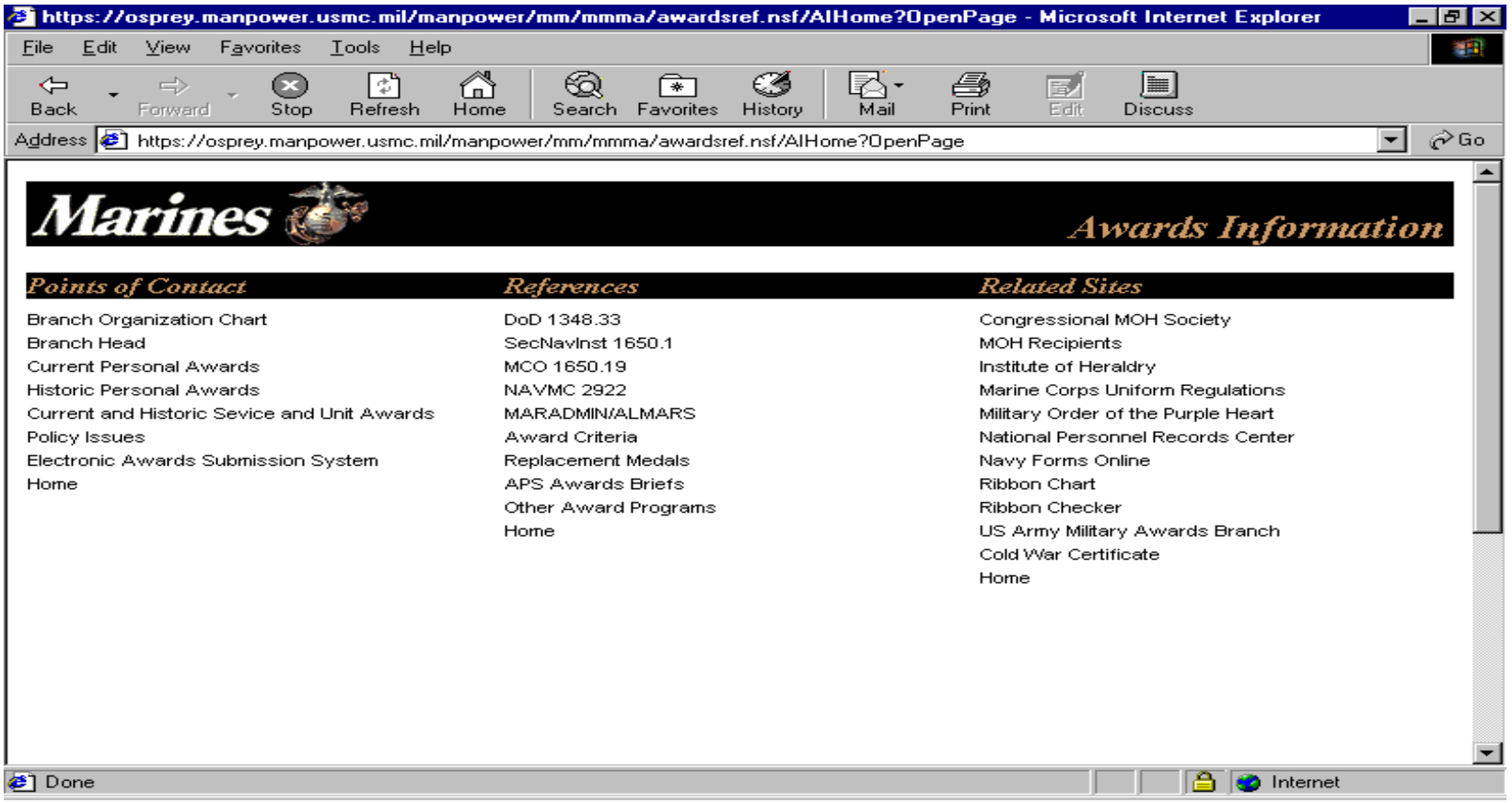
If you are a user from other than a .mil network location, click here to access public information on awards.

Awards Information

Done Internet

Non .mil Account Access

09/10/16



Main Page Options

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https://osprey.manpower.usmc.mil/manpower/mm/mmma/awardsref.nsf - Microsoft Internet Explorer

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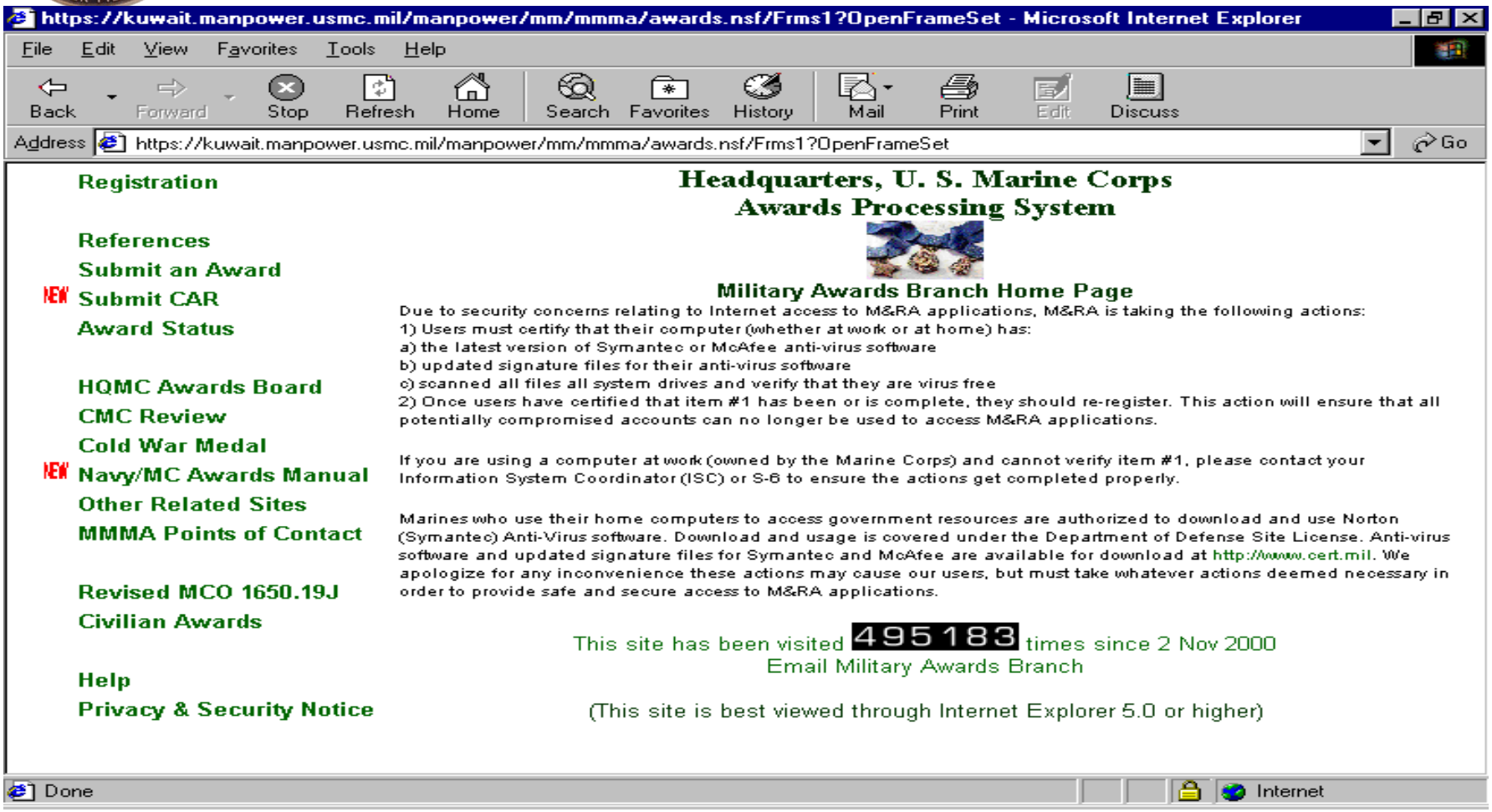
09/10/16

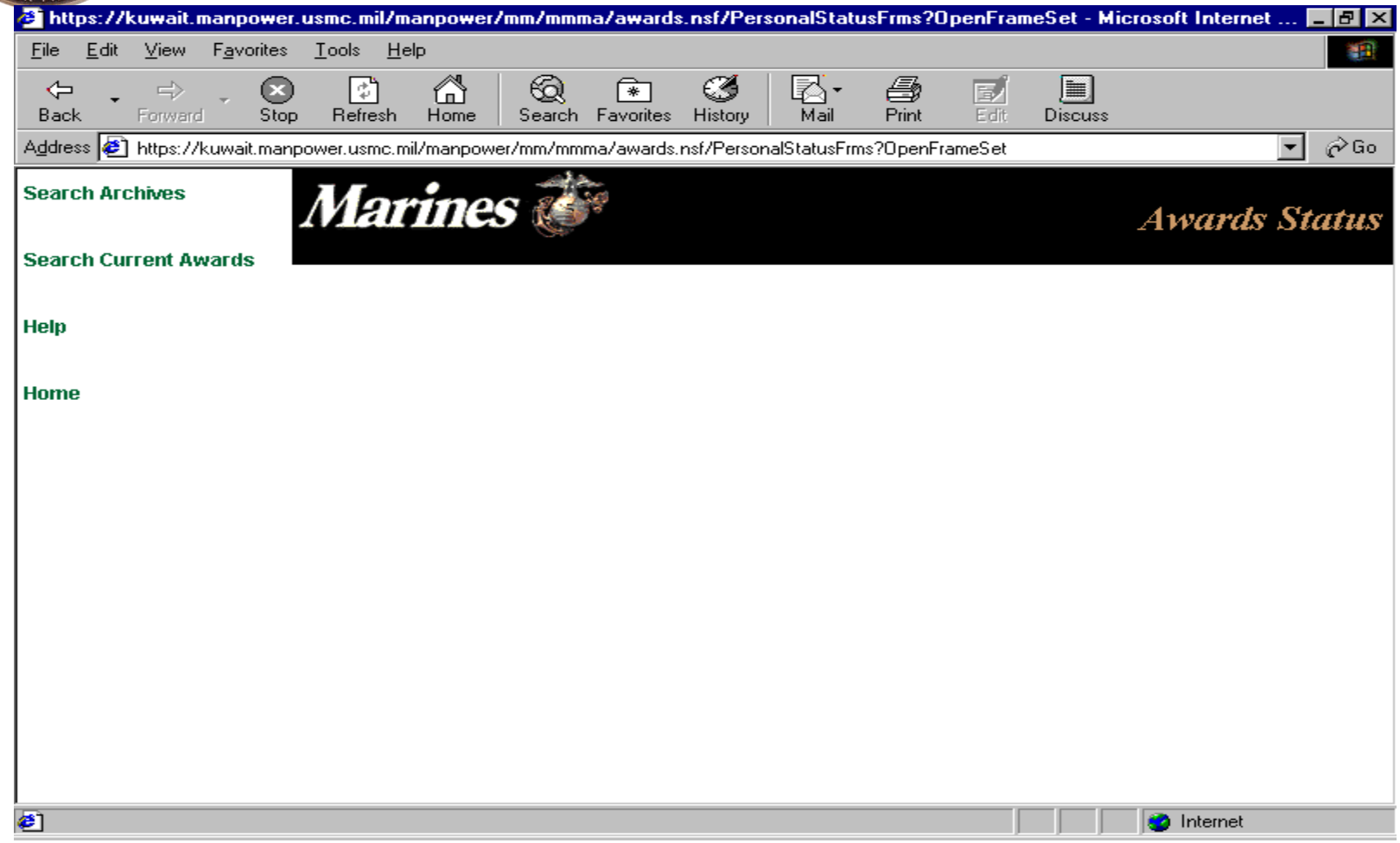

https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Frms1?OpenFrameSet - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Frms1?OpenFrameSet
Go
Registration
References
Submit an Award
NEW Submit CAR
Award Status
HQMC Awards Board
CMC Review
Cold War Medal
NEW Navy/MC Awards Manual
Other Related Sites
MMMA Points of Contact
Revised MCO 1650.19J
Civilian Awards
Help
Privacy & Security Notice
Headquarters, U. S. Marine Corps
Awards Processing System
Military Awards Branch Home Page
Due to security concerns relating to Internet access to M&RA applications, M&RA is taking the following actions:
1) Users must certify that their computer (whether at work or at home) has:
a) the latest version of Symantec or McAfee anti-virus software
b) updated signature files for their anti-virus software
c) scanned all files all system drives and verify that they are virus free
2) Once users have certified that item #1 has been or is complete, they should re-register. This action will ensure that all potentially compromised accounts can no longer be used to access M&RA applications.
If you are using a computer at work (owned by the Marine Corps) and cannot verify item #1, please contact your Information System Coordinator (ISC) or S-6 to ensure the actions get completed properly.
Marines who use their home computers to access government resources are authorized to download and use Norton (Symantec) Anti-Virus software. Download and usage is covered under the Department of Defense Site License. Anti-virus software and updated signature files for Symantec and McAfee are available for download at http://www.cert.mil. We apologize for any inconvenience these actions may cause our users, but must take whatever actions deemed necessary in order to provide safe and secure access to M&RA applications.
This site has been visited 495183 times since 2 Nov 2000
Email Military Awards Branch
(This site is best viewed through Internet Explorer 5.0 or higher)
Done
Internet

Awards Processing System Website

Awards Status

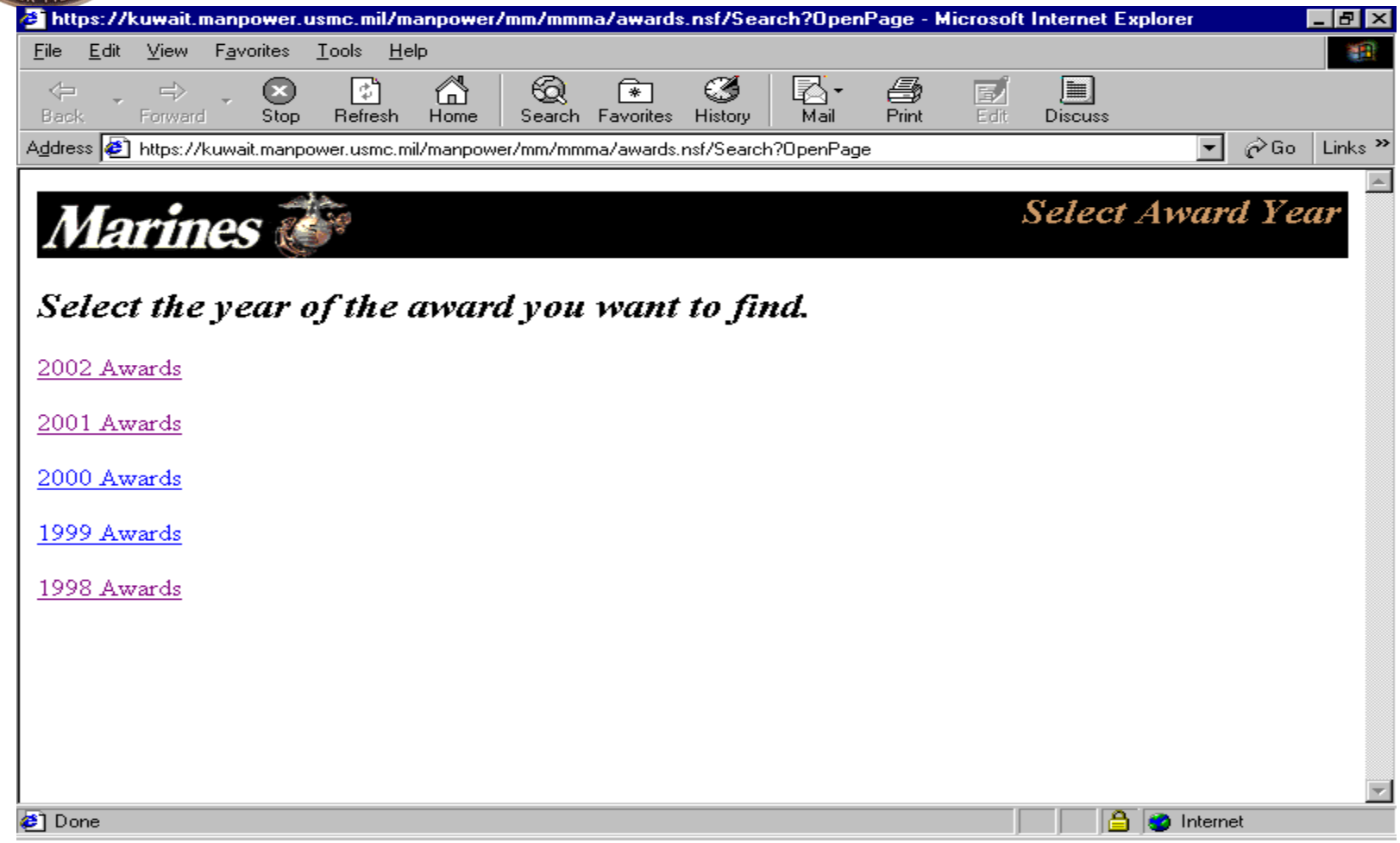
Award Status

09/10/16



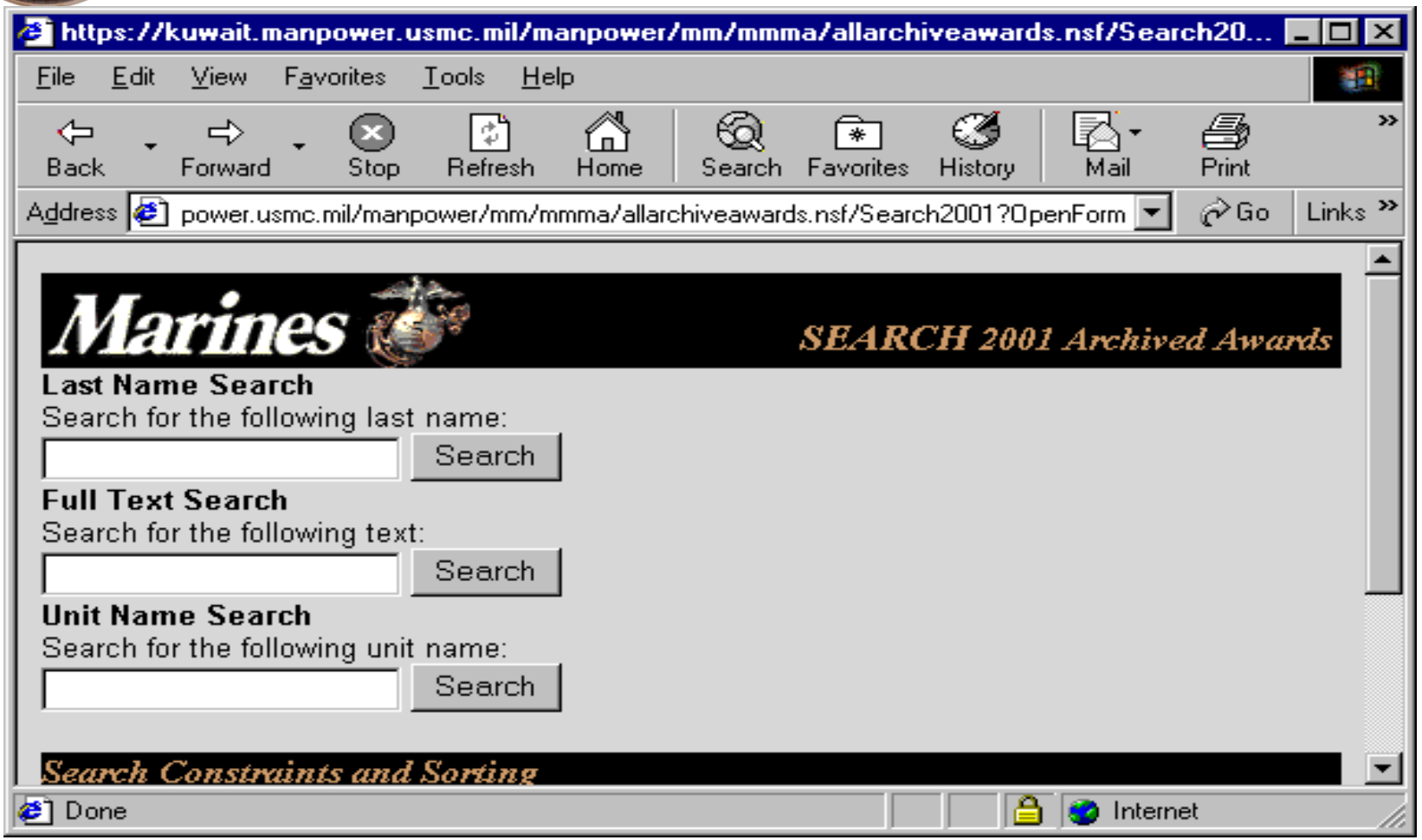
Award Status

09/10/16



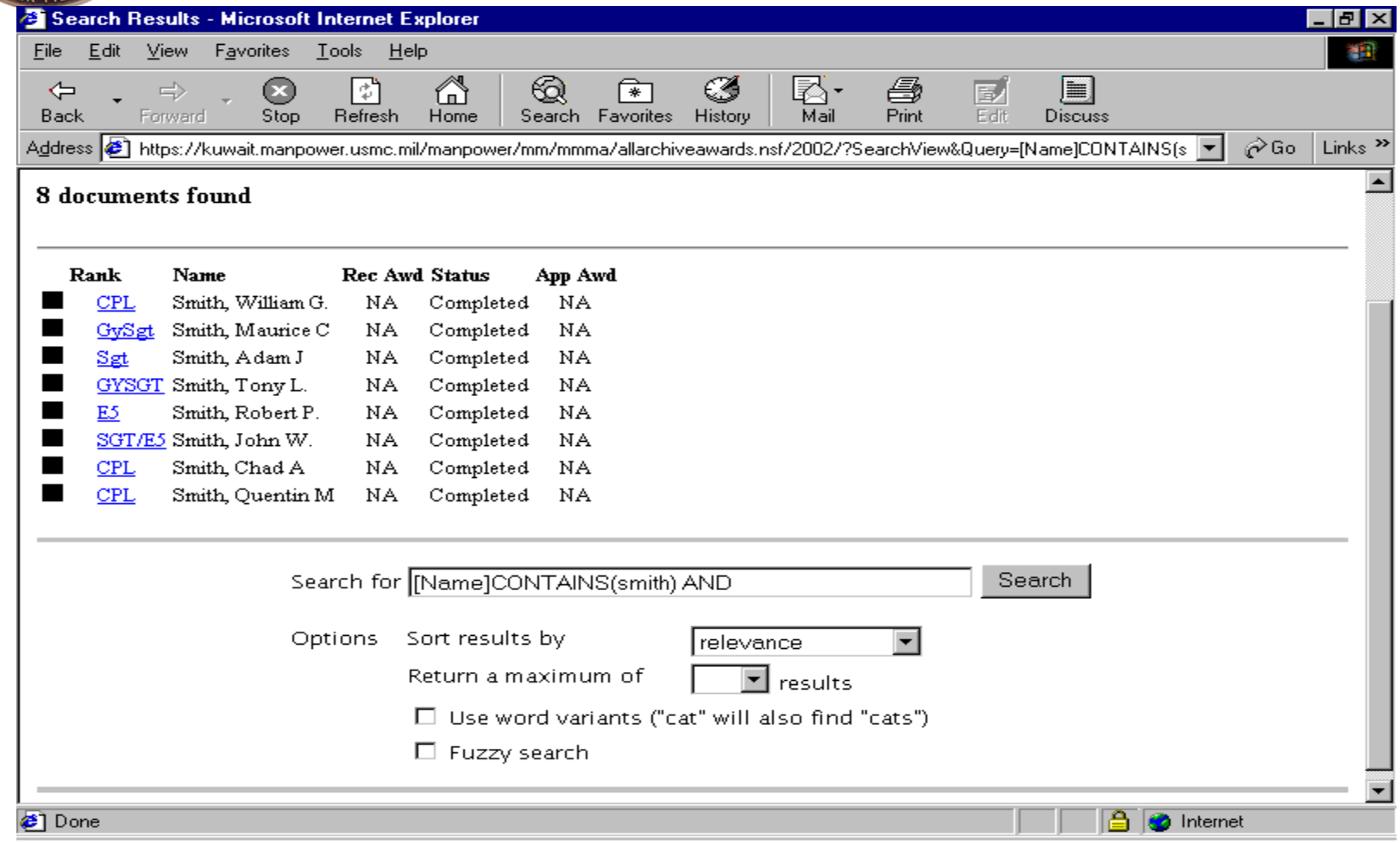
Award Status

09/10/16



Award Status

09/10/16


Search Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/allarchiveawards.nsf/2002/?SearchView&Query=[Name]CONTAINS(s
Go Links
8 documents found
Rank Name Rec Awd Status App Awd
CPL Smith, William G. NA Completed NA
GySgt Smith, Maurice C NA Completed NA
Sgt Smith, Adam J NA Completed NA
GYSGT Smith, Tony L. NA Completed NA
E5 Smith, Robert P. NA Completed NA
SGT/E5 Smith, John W. NA Completed NA
CPL Smith, Chad A NA Completed NA
CPL Smith, Quentin M NA Completed NA
Search for [Name]CONTAINS(smith) AND
Search
Options Sort results by relevance
Return a maximum of results
Use word variants ("cat" will also find "cats")
Fuzzy search
Done
Internet

Summary Shadow

09/10/16

https://kuwait.manpower.usmc.mil/manpower/mm/mmma/allarchiveawards.nsf/18650c9f1c39d12b85256b50 - Microsoft Inter...

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address /mmma/allarchiveawards.nsf/18650c9f1c39d12b85256b500068d60c/85256b3c005517a985256b67005b7895?OpenDocument Go Links

Marines *Summary of Award Submission*

Rank:	CPL
Name:	SMITH, WILLIAM G.
Recommended Award:	NA
Action Period:	001004 - 020222
Status:	Completed
Last Updated By:	Mit Admin on 02/25/2002 10:53:11 AM 2/25/02 9:11:45 AM - Jeffrey G Lewis Sent to: - cc'd: 2/25/02 9:01:44 AM - Philip F Shutler Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 4:19:04 PM - Jeffrey G Lewis Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 3:21:58 PM - Jeffrey G Lewis Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 2:51:14 PM - Melinda L Cousins Sent to: awdmag14@2mawcp.usmc.mil - cc'd: 2/21/02 11:39:24 AM - Jeffrey G Lewis Sent to: cousinsml@2mawcp.usmc.mil - cc'd: awdmag14@2mawcp.usmc.mil
Received at HQMC:	02/25/2002 10:54:24 AM
Final Approved Award:	NA
Date Approved:	02/25/2002 12:00:00 AM
Approved By:	Philip F Shutler, Colonel, Commanding Officer, MAG-14

Summary Action:

Corporal Smith is enthusiastically recommended for the Navy Marine Corps Achievement Medal for superior service while assigned a

- As the Group Admin Clerk for Marine Aircraft Group 14, he supervised and coordinated the efforts of twelve subordinate Command

Done Internet

Explanation of codes

- New - New award
- Staff - Received at HQMC pending Board Action
- Board1-2e - Received at HQMC and at the Board
- CMC1-CMC4 - At CMC for approval
- MMMA-2 - Award approved, at writers
- MMSB – Award approved and fwd to MMSB for inclusion into OMPF
- Completed - Award approved and mailed
- Hold - Waiting for additional information
- SecNav - Requires SecNav approval

Awards Processing System Website

Who Needs to Register

and

How to Register

Registration

09/10/16

https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Register Go

Marines

Registration Procedures

The following are required to register on this site:

1 - All Officers/Civilian Marines who originate awards
2 - Those Enlisted Marines who aid in processing awards
3 - Unit mailboxes that receive awards

***Reminder**

1. **Do not register more than once! If you have trouble accessing the database to submit an award, click the link to update your registration**
2. **Only Commanding Generals/Chiefs of Staff and CO's/XO's (SPCM CA), are authorized Awarding Authorities**

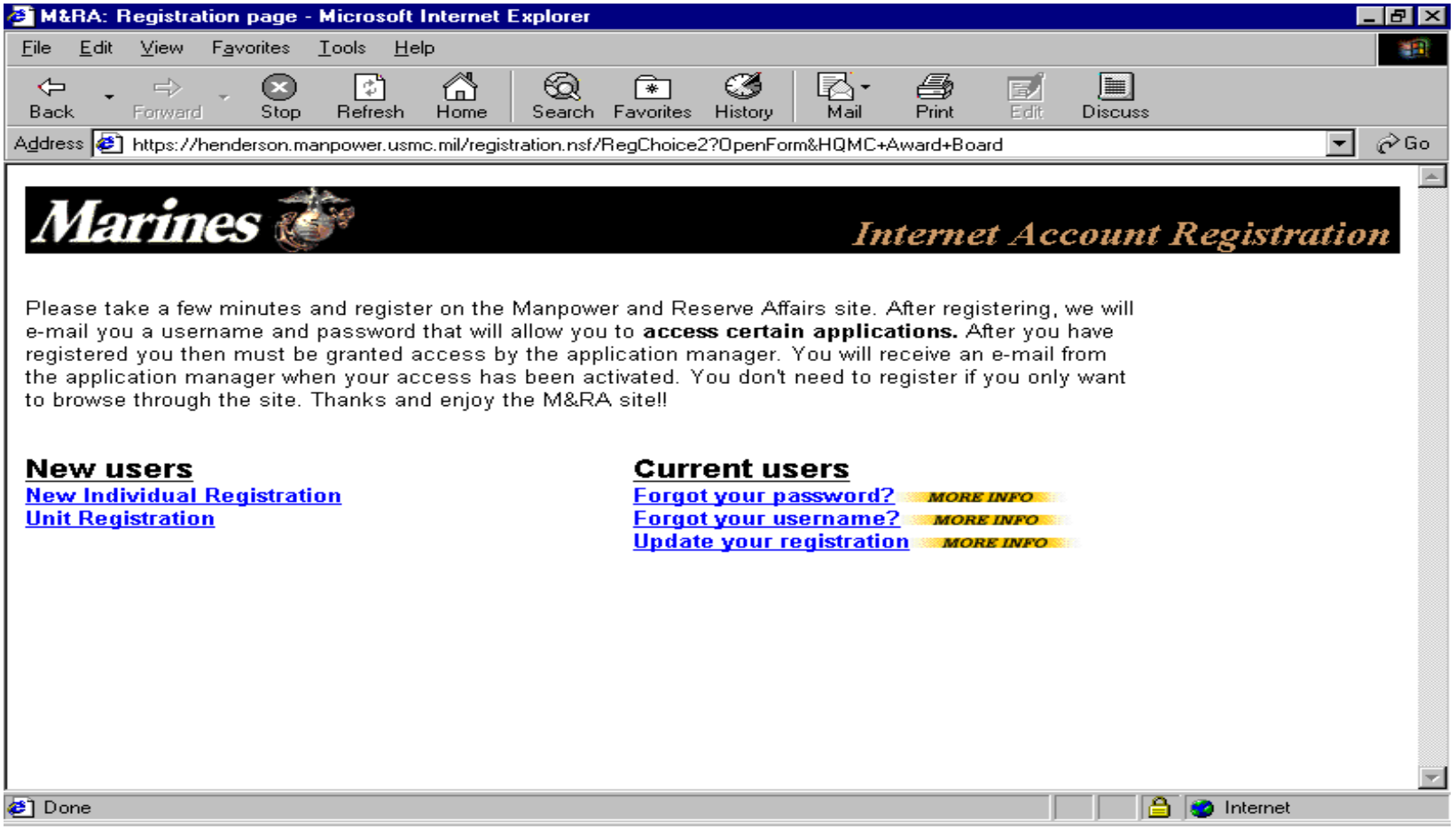
Register/Update your registration

Return to the home page

Done Internet

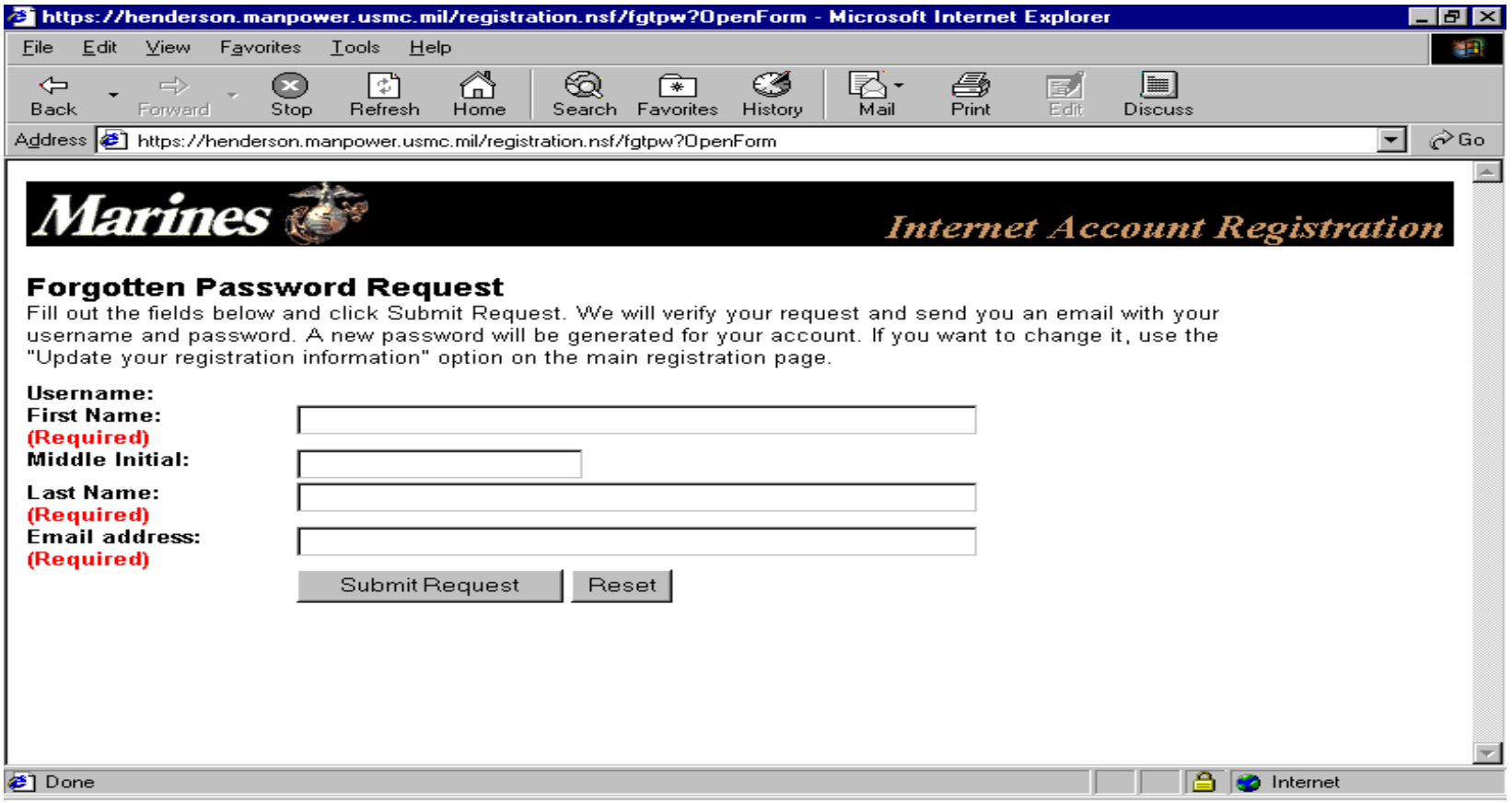
Registration

09/10/16


M&RA: Registration page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/RegChoice2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
Please take a few minutes and register on the Manpower and Reserve Affairs site. After registering, we will e-mail you a username and password that will allow you to access certain applications. After you have registered you then must be granted access by the application manager. You will receive an e-mail from the application manager when your access has been activated. You don't need to register if you only want to browse through the site. Thanks and enjoy the M&RA site!!
New users
New Individual Registration
Unit Registration
Current users
Forgot your password? MORE INFO
Forgot your username? MORE INFO
Update your registration MORE INFO
Done
Internet

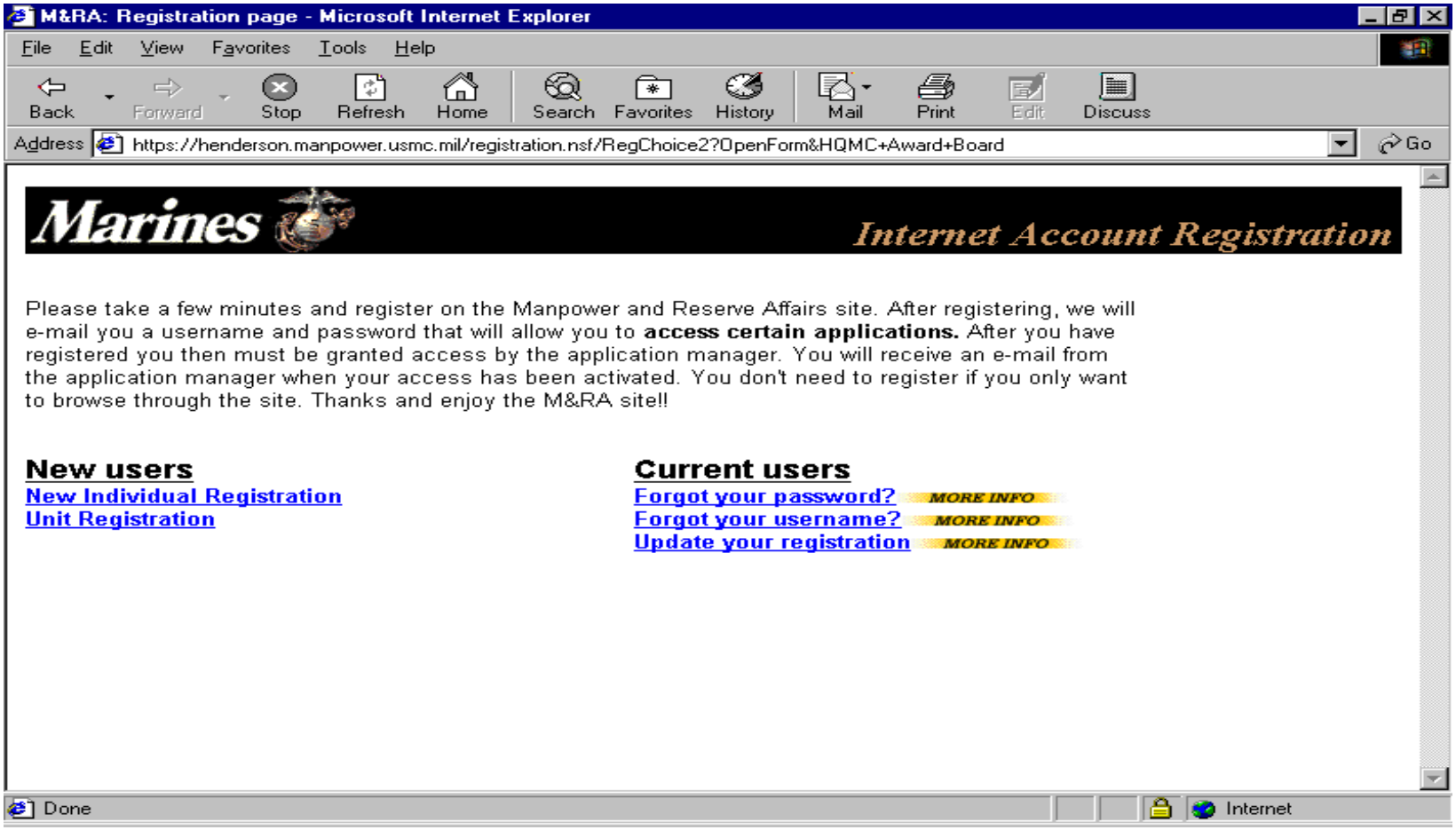
Forgot Password/User Name

09/10/16


https://henderson.manpower.usmc.mil/registration.nsf/fgtpw?OpenForm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/fgtpw?OpenForm
Go
Marines
Internet Account Registration
Forgotten Password Request
Fill out the fields below and click Submit Request. We will verify your request and send you an email with your username and password. A new password will be generated for your account. If you want to change it, use the "Update your registration information" option on the main registration page.
Username:
First Name:
(Required)
Middle Initial:
Last Name:
(Required)
Email address:
(Required)
Submit Request
Reset
Done
Internet

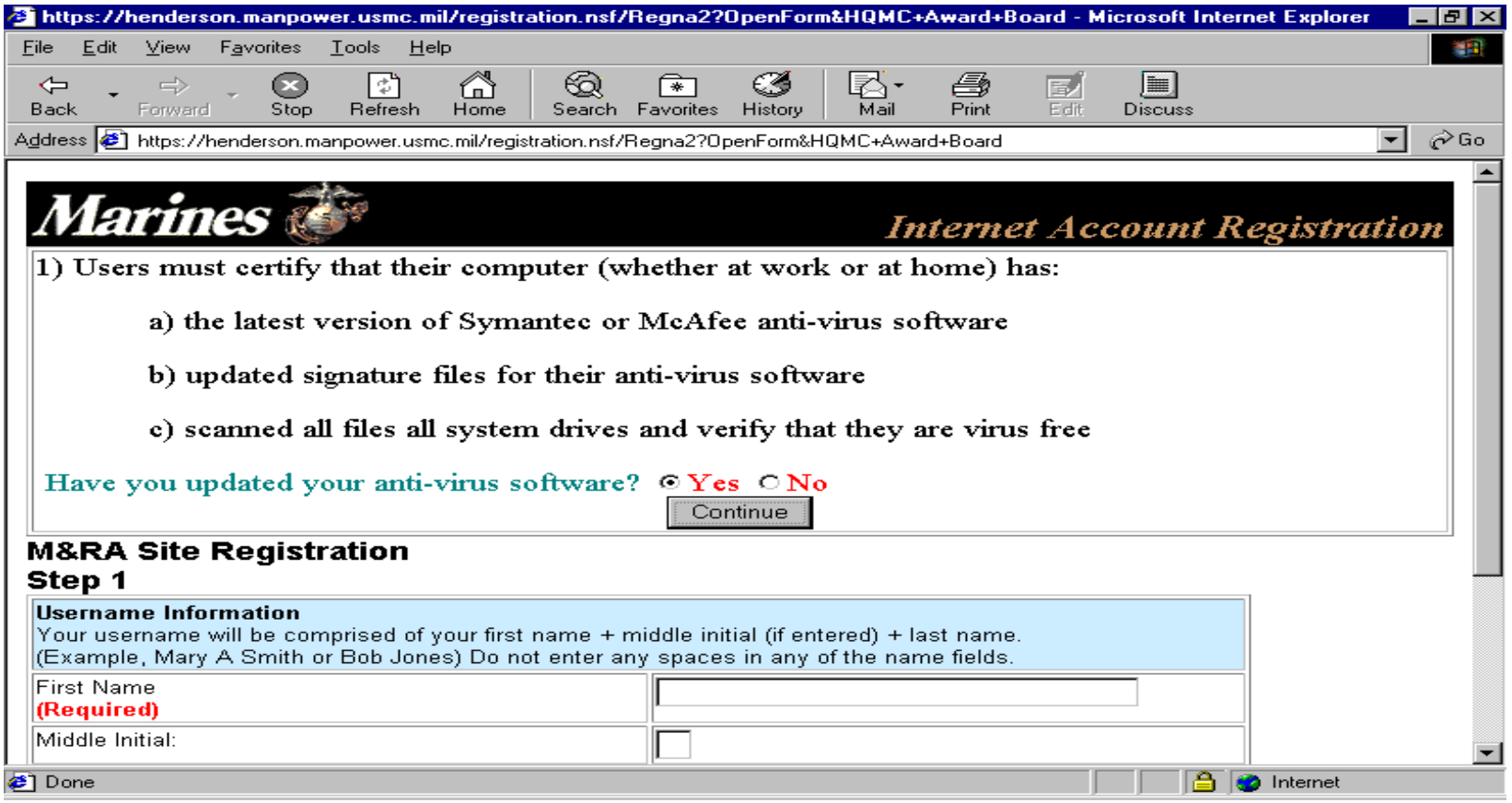
Registration

09/10/16


M&RA: Registration page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/RegChoice2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
Please take a few minutes and register on the Manpower and Reserve Affairs site. After registering, we will e-mail you a username and password that will allow you to access certain applications. After you have registered you then must be granted access by the application manager. You will receive an e-mail from the application manager when your access has been activated. You don't need to register if you only want to browse through the site. Thanks and enjoy the M&RA site!!
New users
New Individual Registration
Unit Registration
Current users
Forgot your password? MORE INFO
Forgot your username? MORE INFO
Update your registration MORE INFO
Done
Internet

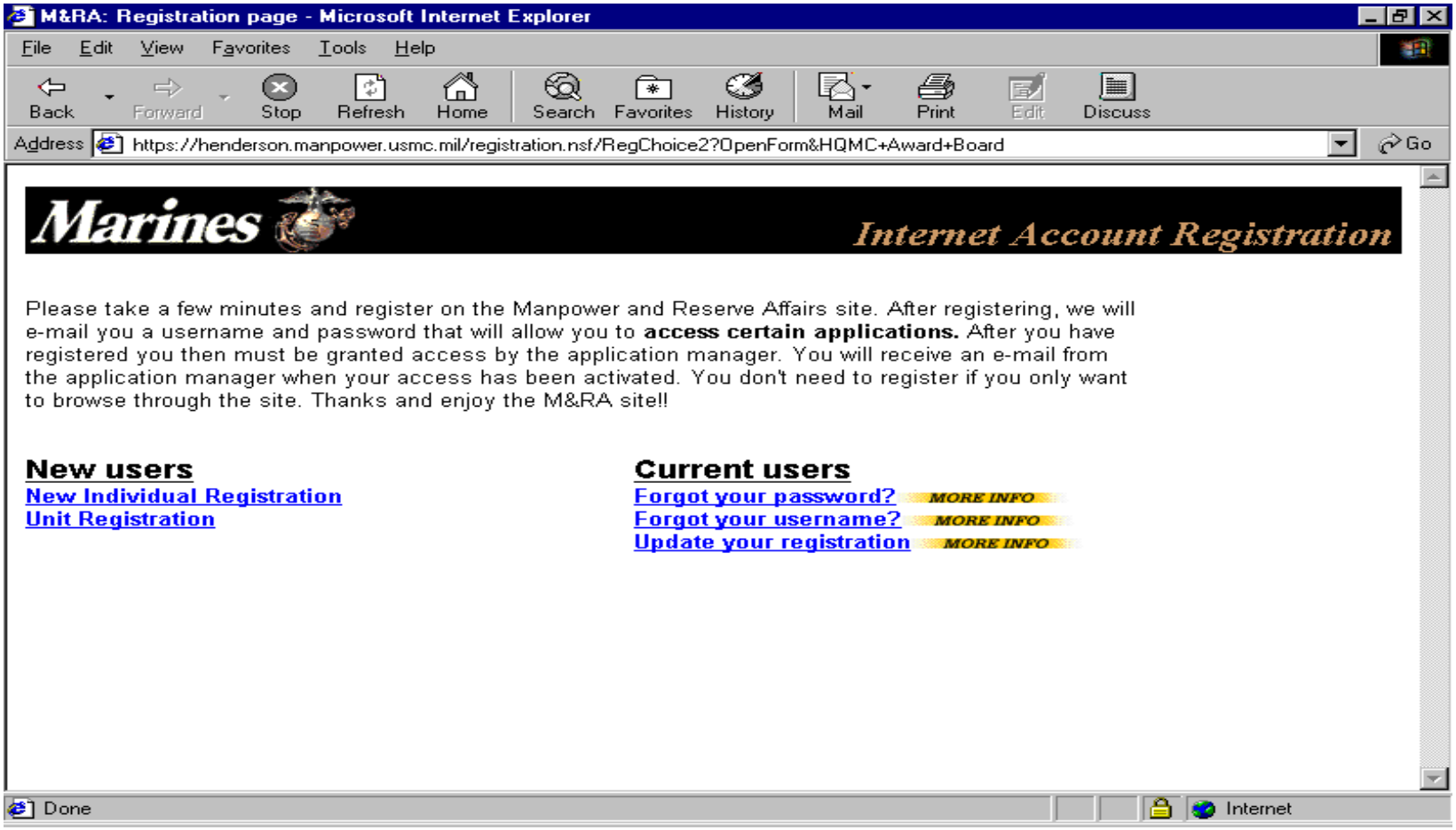
Individual Registration

09/10/16


https://henderson.manpower.usmc.mil/registration.nsf/Regna2?OpenForm&HQMC+Award+Board - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://henderson.manpower.usmc.mil/registration.nsf/Regna2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
1) Users must certify that their computer (whether at work or at home) has:
a) the latest version of Symantec or McAfee anti-virus software
b) updated signature files for their anti-virus software
c) scanned all files all system drives and verify that they are virus free
Have you updated your anti-virus software? Yes No
Continue
M&RA Site Registration
Step 1
Username Information
Your username will be comprised of your first name + middle initial (if entered) + last name.
(Example, Mary A Smith or Bob Jones) Do not enter any spaces in any of the name fields.
First Name
(Required)
Middle Initial:
Done
Internet

Registration

09/10/16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Address https://henderson.manpower.usmc.mil/registration.nsf/RegChoice2?OpenForm&HQMC+Award+Board
Go
Marines
Internet Account Registration
Please take a few minutes and register on the Manpower and Reserve Affairs site. After registering, we will e-mail you a username and password that will allow you to access certain applications. After you have registered you then must be granted access by the application manager. You will receive an e-mail from the application manager when your access has been activated. You don't need to register if you only want to browse through the site. Thanks and enjoy the M&RA site!!
New users
New Individual Registration
Unit Registration
Current users
Forgot your password? MORE INFO
Forgot your username? MORE INFO
Update your registration MORE INFO
Done
Internet

Unit Registration

09/10/16

https://henderson.manpower.usmc.mil/registration.nsf/Regna6?OpenForm&Name=1stFSSG, I MEF:HQMC A - Microsoft Intern...

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Mail Print Edit Discuss

Address ps://henderson.manpower.usmc.mil/registration.nsf/Regna6?OpenForm&Name=1stFSSG%2C%20I%20MEF%3AHQMC%20Award%20Board Go

M&RA Registration
Step 2

The fields indicated with labeled **(Required)** are required to complete this transaction; other fields are optional. If you don't wish to provide us with the required information, please click **HERE** to return to M&RA home page.

Contact Information This section collects information in the event we need to contact the unit.	
Unit Name: **(Required)**	1stFSSG, I MEF
Email Address: **(Required)**	
Unit POC Name and Title: **(Required)**	(J. Q. Marine, 1stLt, Adjutant)
Unit POC Phone Number: **(Required)**	(999-999-9999 or 999.999.9999 or 9999999999 or DSN 999-9999)
Application Name:	HQMC Award Board

General Registration Information
This section determines your M&RA registration password and challenge word

Done Internet

Awards Processing System Website

Combat Action Ribbon

Submit a CAR

09/10/16

https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/CARS?OpenForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/CARS?OpenForm Go

Marines *Enter Senior Marine's SSN*

Please read this document in its entirety prior to inducting your Combat Action Ribbon (CAR) submission into the system. Failure to provide the required information could lead to delays in the processing of the award nomination. It is recommended that you print a copy of this document to assist you in preparing your submission.

SSN:

Enter the nine digit social security number (no spaces, dashes, or slashes) of the senior Marine recommended for the Combat Action Ribbon and click OK.

OK Cancel

1. Click the icon to the right to open the template spreadsheet to compile the names of CAR nominees. Fill in all fields for individuals being recommended for the award. Save the Excel Spreadsheet to a location where it can be easily accessed. The spreadsheet will be attached to your final submission. The fields of the spreadsheet are identified below.

CAR.xls

LNAME	FNAME	MI	SSN	GRADE	BRANCH	AWARD	OPERATION	FMDATE	TODATE	LOCATION	UNIT	MATRIX#
SNEED	CRAIG	J	123456000	SGT	M	CAR	BLUE MOON	3APR01	3APR01	BOLA BOLA	BLT 1/2	1
BUBBA	JOE	A	487584123	HM1	N	CAR	BLUE MOON	3APR01	4APR01	BOLA BOLA	BLT 2/2	2

2. Many CAR submissions cover several events that may qualify Marines and/or Sailors for the award. To facilitate processing of the package you may prepare one submission to cover multiple events for a group of Marines/Sailors. Each event needs to be

Done Internet

CAR Spreadsheet

09/10/16

https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/d4337c43cb27576c85256afd004d74a2/$ - Microsoft Int...

File Edit View Insert Format Tools Data Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Tools Mail Print Edit Discuss

Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/d4337c43cb27576c85256afd004d74a2/$FILE/CAR.xls Go

A4 =

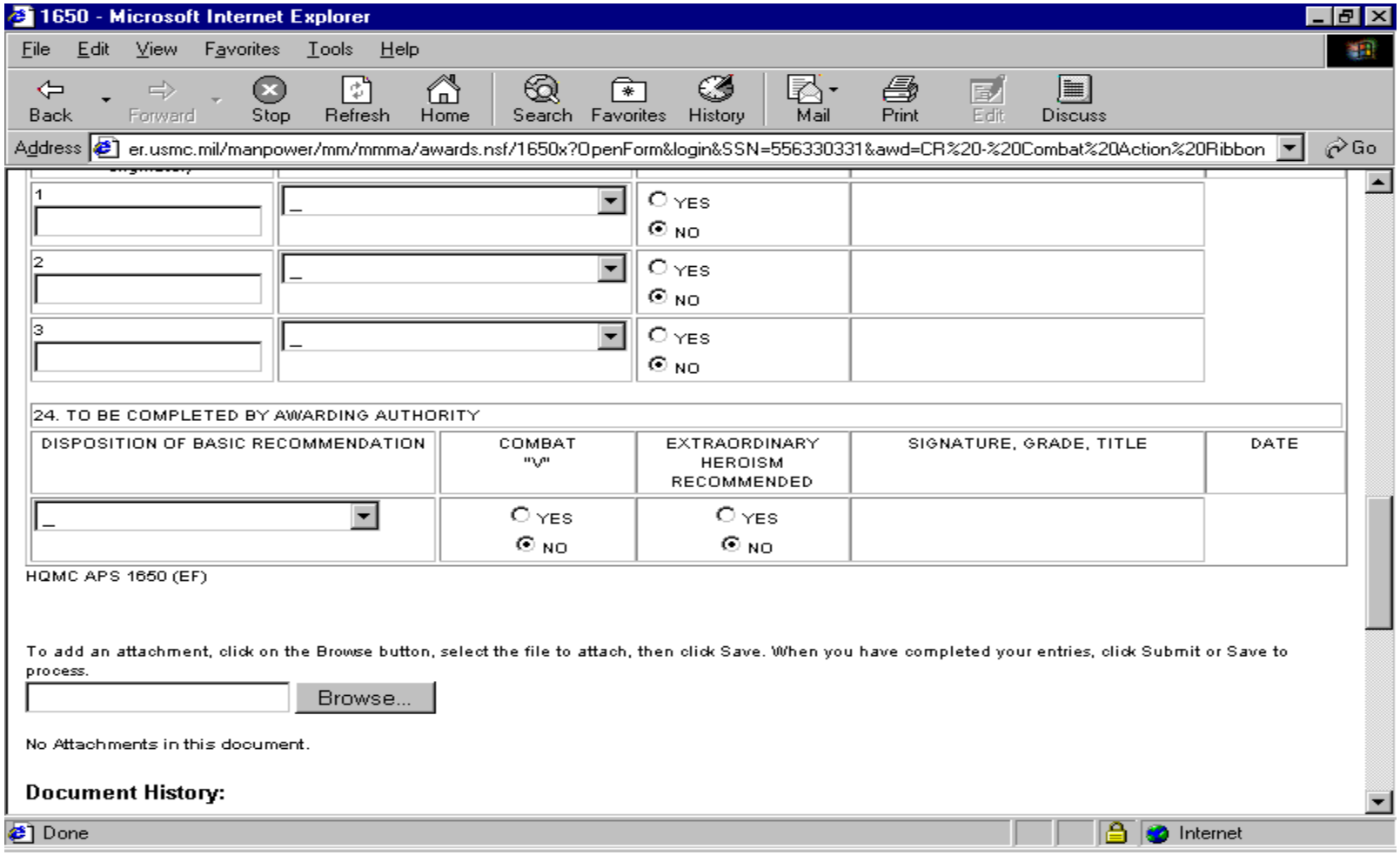
	A	B	C	D	E	F	G	H	I	J
1	Combat Action Ribbon-Humanitarian Service Ribbon Submission									
2	NAME			SSN	GRADE	BRANCH	AWARD	OPERATION	FM DATE	TO DATE
3	LNAME	FNAME	MI							
4										
5							0	0		
6							0	0		
7							0	0		
8							0	0		
9							0	0		
10							0	0		
11							0	0		
12							0	0		
13							0	0		
14							0	0		
15							0	0		
16							0	0		
17							0	0		
18							0	0		
19							0	0		
20							0	0		
21							0	0		
22							0	0		
23							0	0		

CAR-HSM Submission

Unknown Zone

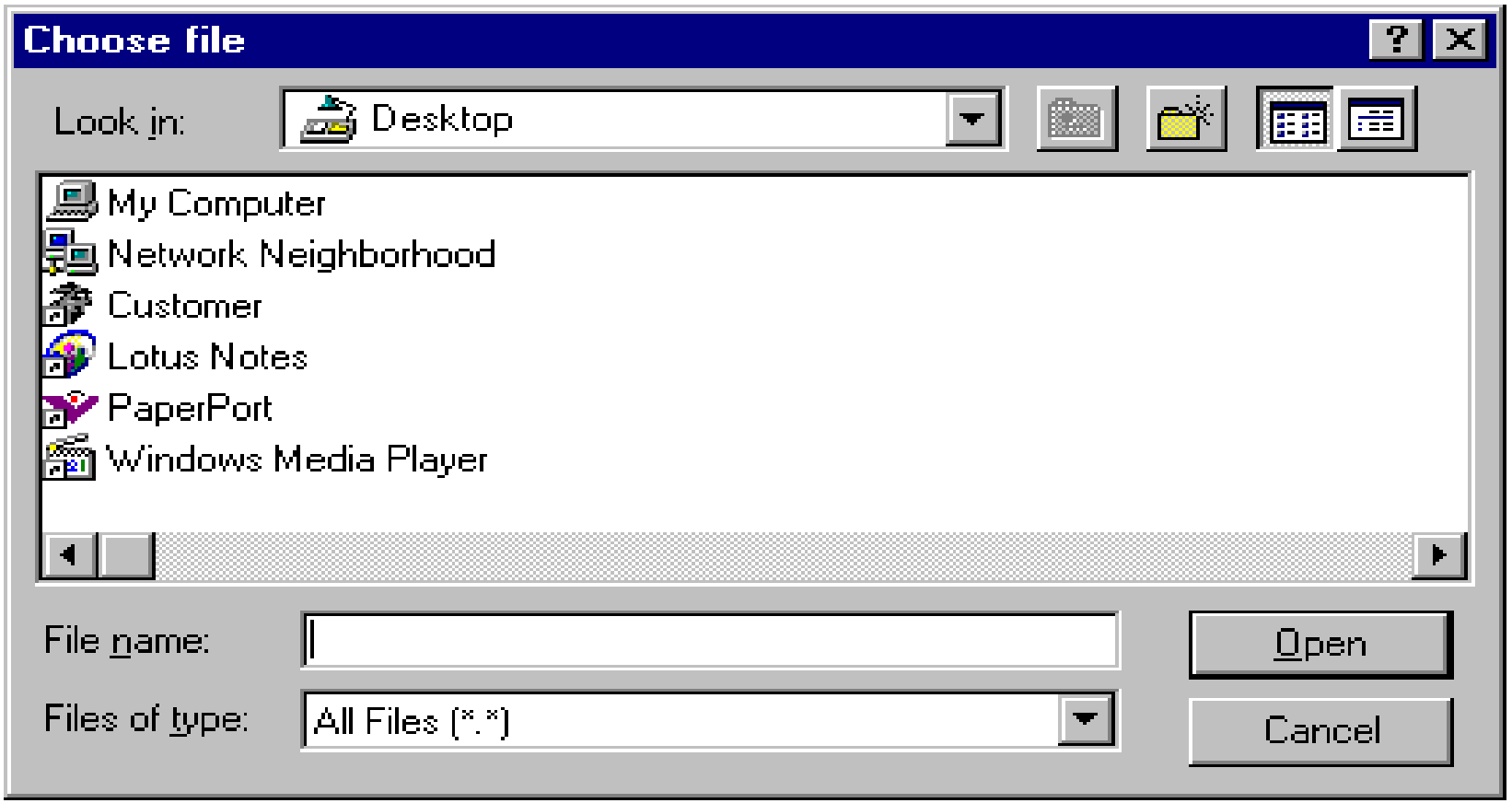
CAR 1650

09/10/16



Attaching the CAR Spreadsheet

09/10/16

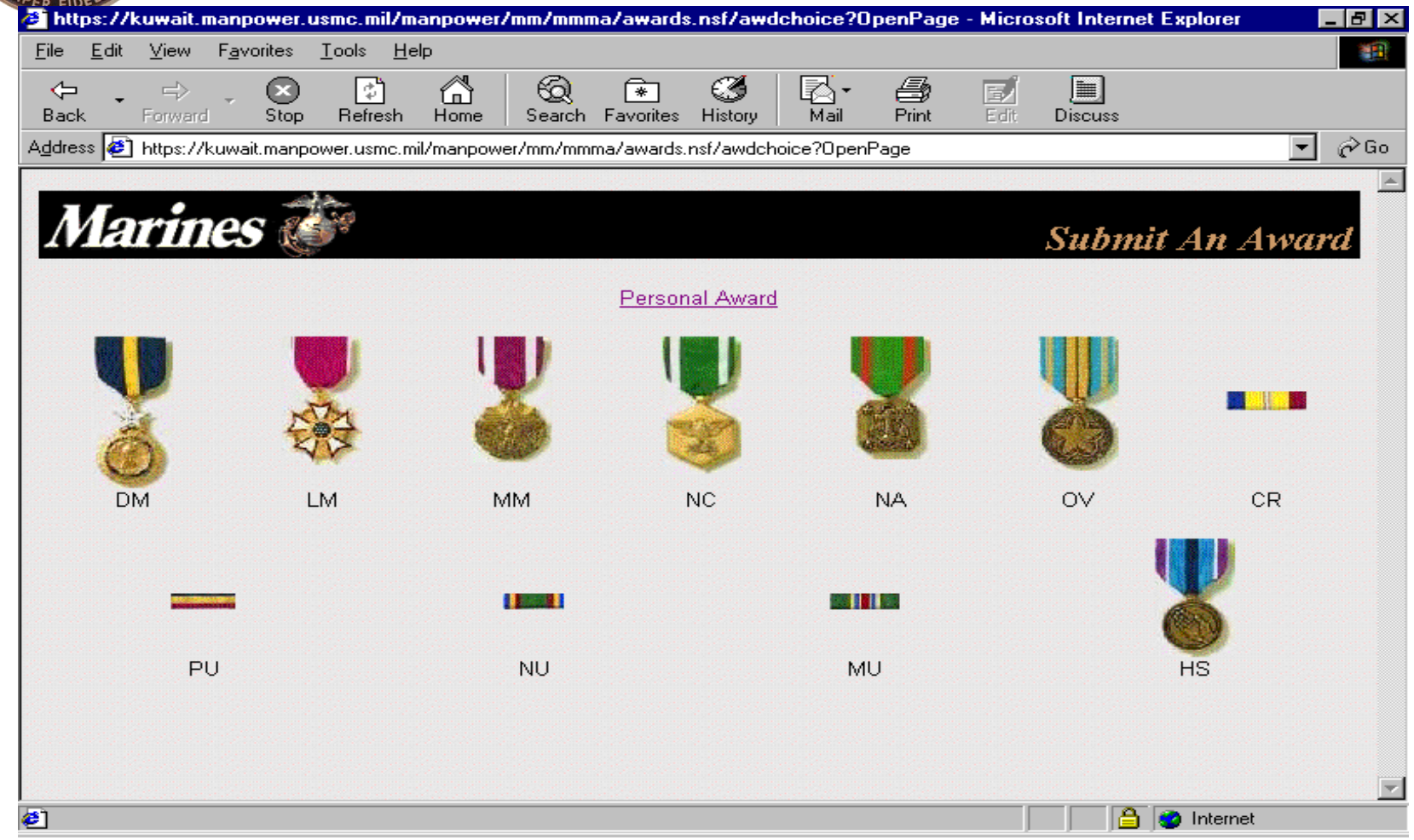


Awards Processing System Website

How to Submit an Award

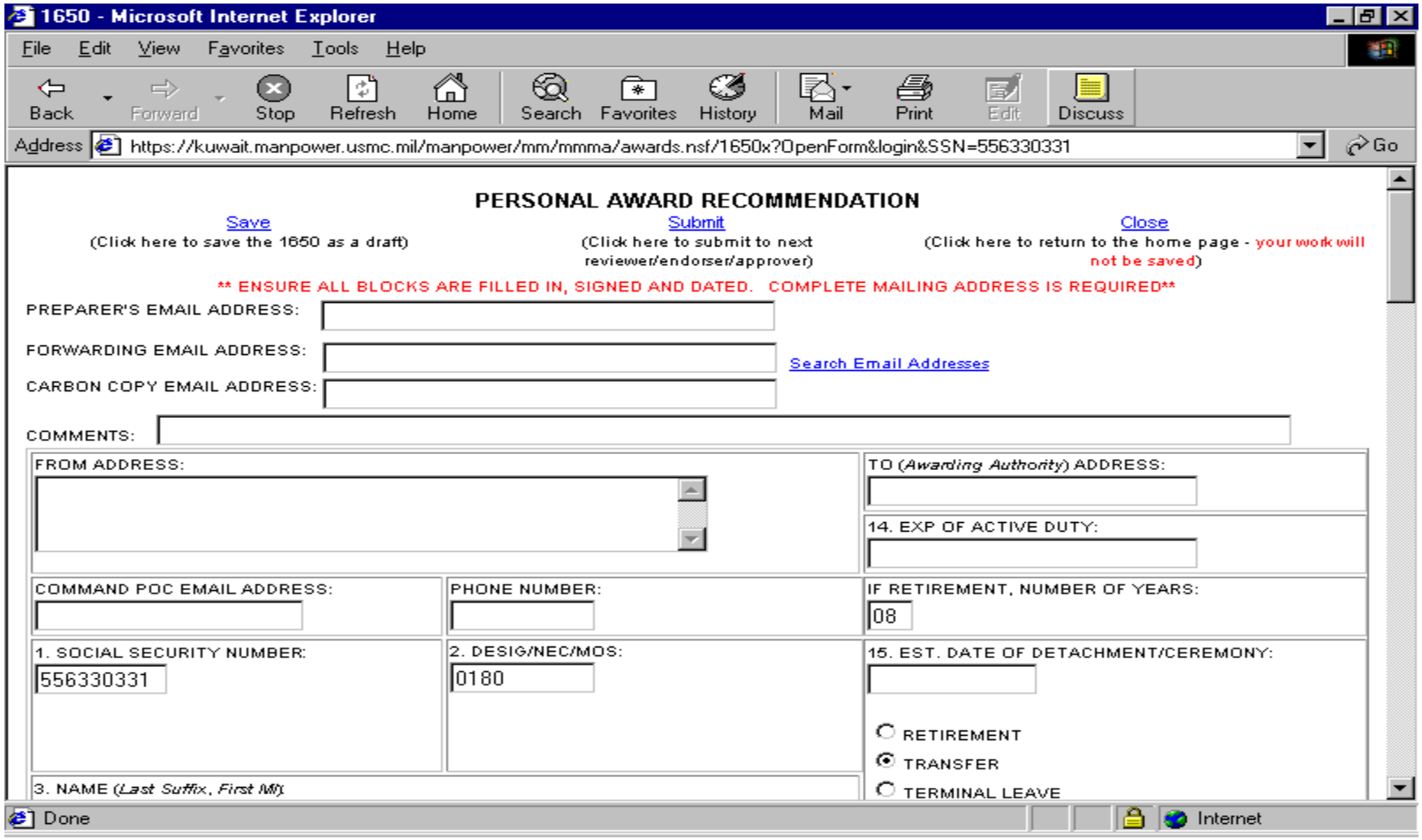
Submit an Award

09/10/16



1650

09/10/16


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=556330331
Go
PERSONAL AWARD RECOMMENDATION
Save
(Click here to save the 1650 as a draft)
Submit
(Click here to submit to next reviewer/endorser/approver)
Close
(Click here to return to the home page - your work will not be saved)
** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED**
PREPARER'S EMAIL ADDRESS:
FORWARDING EMAIL ADDRESS:
Search Email Addresses
CARBON COPY EMAIL ADDRESS:
COMMENTS:
FROM ADDRESS:
TO (Awarding Authority) ADDRESS:
14. EXP OF ACTIVE DUTY:
COMMAND POC EMAIL ADDRESS:
PHONE NUMBER:
IF RETIREMENT, NUMBER OF YEARS:
08
1. SOCIAL SECURITY NUMBER:
556330331
2. DESIG/NEC/MOS:
0180
15. EST. DATE OF DETACHMENT/CEREMONY:
RETIREMENT
TRANSFER
TERMINAL LEAVE
3. NAME (Last Suffix, First MI)
Done
Internet

Submit an Award

09/10/16

- As an originator, they have two options for submitting an award
  - Fill out HQMC APS 1650 (EF), Summary of Action and recommended citation on-line in the Awards Processing System
  - Fill out HQMC APS 1650 (EF) on line and cut and paste the Summary of Action and recommended citation from another word processing application (Word, WordPro, etc)

Preparing the HQMC APS 1650 (EF)

- Fill out the HQMC APS 1650 (EF) completely, paying particular attention to the following Blocks
  - **Block 1** - Complete SSN
  - **Block 2** - Complete Name (the system will fill the remaining blocks with information from MCTFS)
  - **Block 14**
    - If retiring, how many years
  - **Block 15**
    - Date of Detachment (anticipated ceremony date)
    - Click box for Retirement/Transfer/Terminal Leave

Preparing the HQMC APS 1650 (EF)

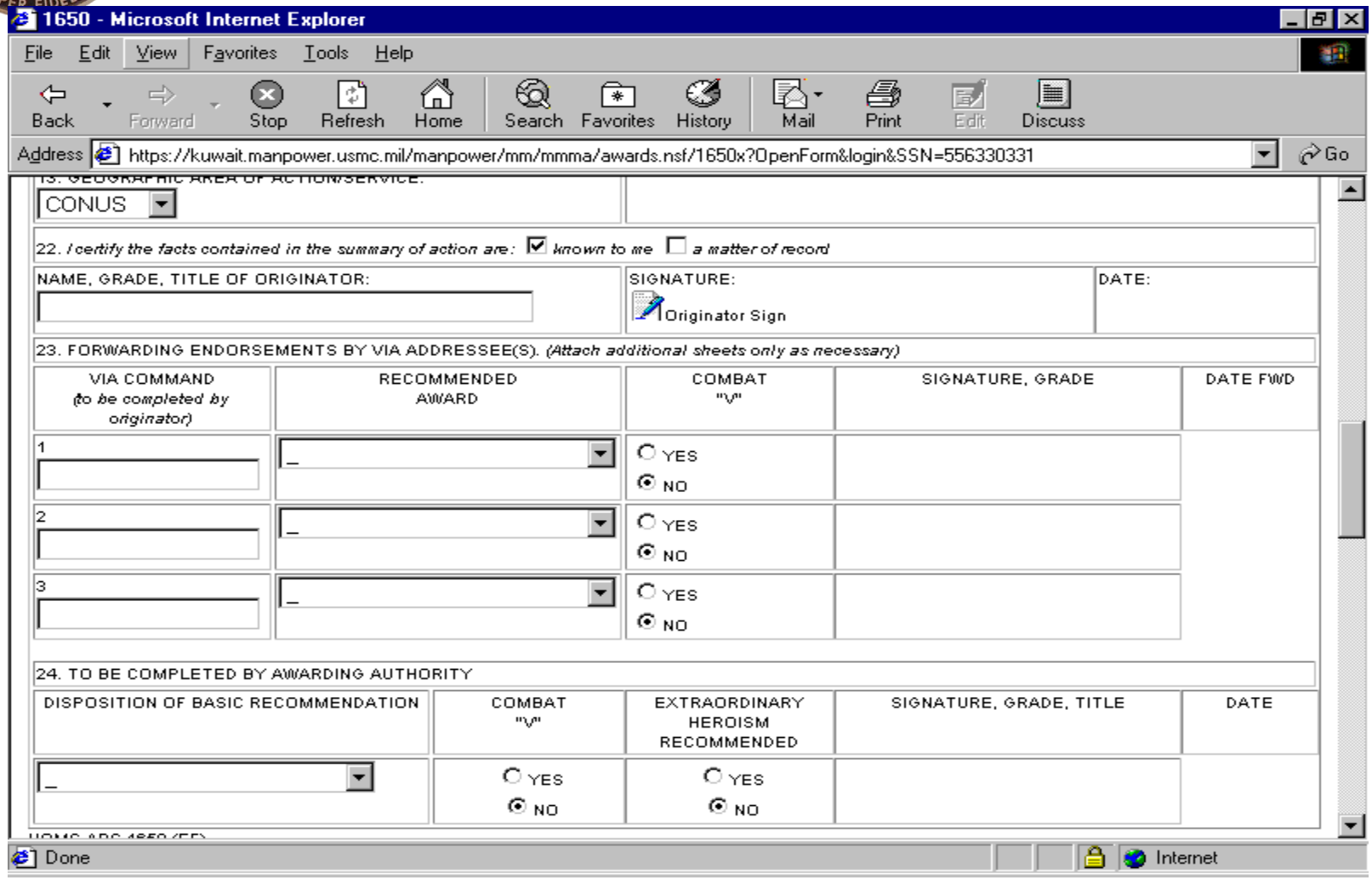
- **Continued…**
  - **Block 19 –** is for previous personal awards
  - **Block 22** - All info on Originator (Originator click on "sign" link to sign his name to award
  - **Block 23** - Originator Should fill out all via Addressees up to the Approval Authority
    - If there are more than three Via Addressees, then click on the "more" link to add more
    - Only the Via Addressee, or his direct representative can click on the "sign here" link. That option will automatically put the name of that individual in the signature block of the next via addressee.

Awards Processing System Website

How to Endorse an Award

1650

09/10/16


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=556330331
Go
CONUS
22. I certify the facts contained in the summary of action are: known to me a matter of record
NAME, GRADE, TITLE OF ORIGINATOR:
SIGNATURE:
Originator Sign
DATE:
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)
VIA COMMAND (to be completed by originator)
RECOMMENDED AWARD
COMBAT "V"
SIGNATURE, GRADE
DATE FWD
1
2
3
YES
NO
24. TO BE COMPLETED BY AWARDING AUTHORITY
DISPOSITION OF BASIC RECOMMENDATION
COMBAT "V"
EXTRAORDINARY HEROISM RECOMMENDED
SIGNATURE, GRADE, TITLE
DATE
Done
Internet

Endorse the Award

09/10/16

- To endorse the Award:
  - Open the award via the link from the APS and fill out the info in Block 23
    - Recommended award {Drop down menu}
    - Click on the “sign” link in the signature block
      - User Name and Password are requested prior to to award opening
      - User is authenticated via our Access Control List database
    - Date forwarded is automatically generated by APS
  - They then forward the award to the next person/command mailbox in the Chain of Command
  - Add comments as necessary

Awards Processing System Website

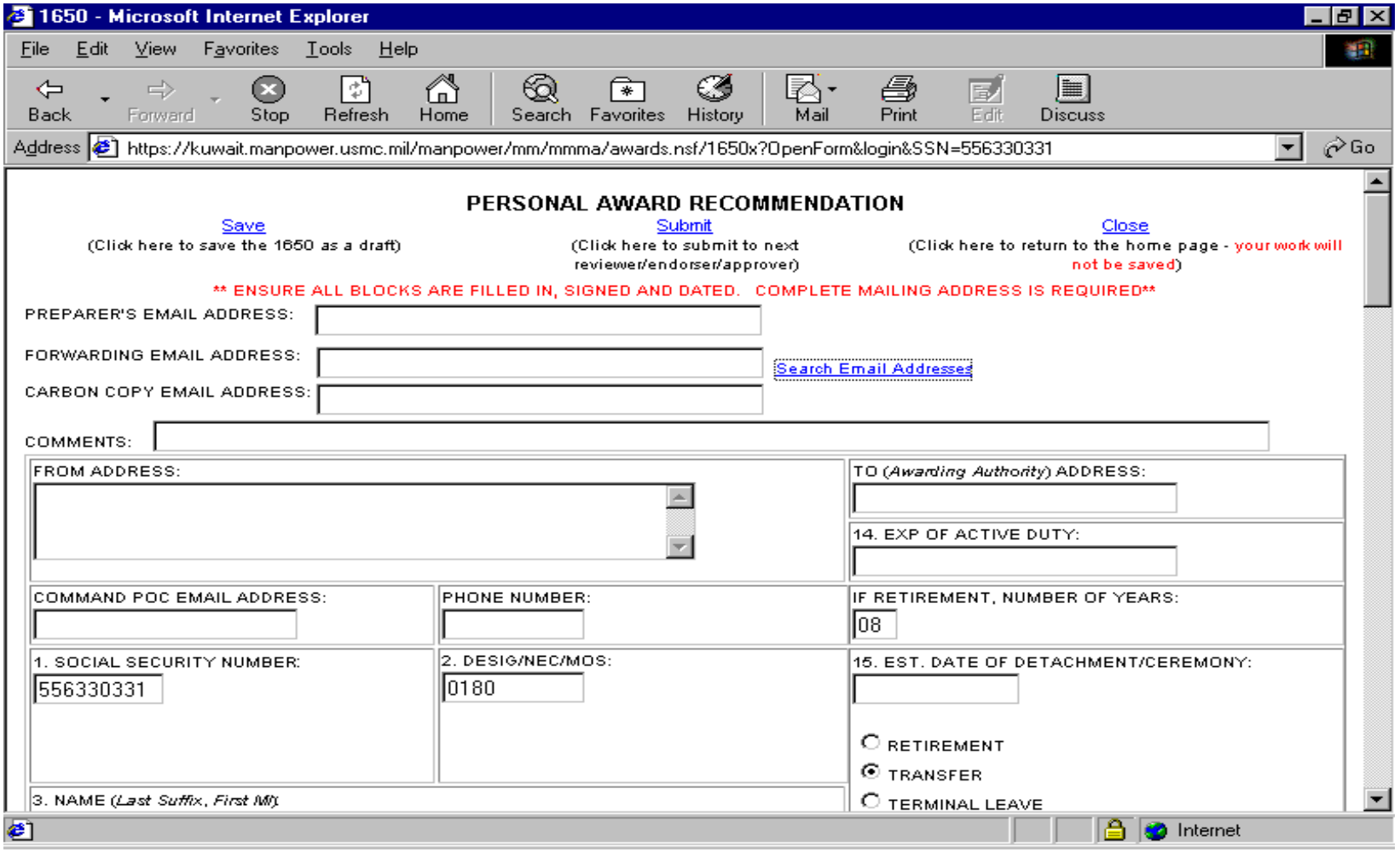
How to Forward an Award

Forwarding to a Unit Mailbox

- Each command is required to maintain a "Command Mailbox" for awards submissions under the cognizance of the Command Adjutant or other assigned individual
  - For example: "Awards@manpower.usmc.mil"
- This ensures that, even with personnel turnover, the awards process is not impacted
- Awards are also fowarded to individuals (Adjutants, Admin Chiefs, etc)

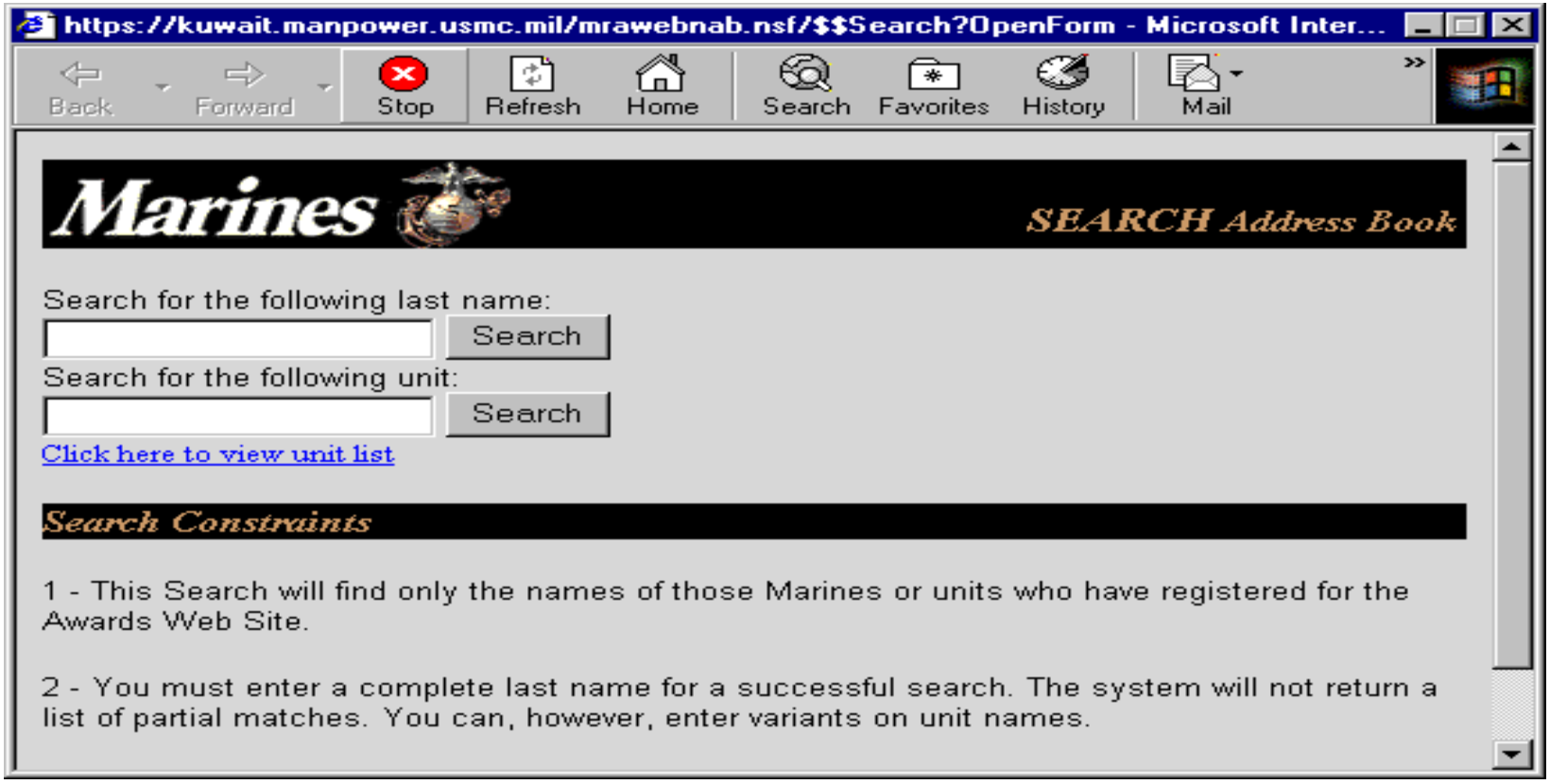
Forwarding an Award to HQMC

09/10/16


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=556330331
Go
PERSONAL AWARD RECOMMENDATION
Save
(Click here to save the 1650 as a draft)
Submit
(Click here to submit to next reviewer/endorser/approver)
Close
(Click here to return to the home page - your work will not be saved)
** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED**
PREPARER'S EMAIL ADDRESS:
FORWARDING EMAIL ADDRESS:
Search Email Addresses
CARBON COPY EMAIL ADDRESS:
COMMENTS:
FROM ADDRESS:
TO (Awarding Authority) ADDRESS:
14. EXP OF ACTIVE DUTY:
COMMAND POC EMAIL ADDRESS:
PHONE NUMBER:
IF RETIREMENT, NUMBER OF YEARS:
08
1. SOCIAL SECURITY NUMBER:
556330331
2. DESIG/NEC/MOS:
0180
15. EST. DATE OF DETACHMENT/CEREMONY:
RETIREMENT
TRANSFER
TERMINAL LEAVE
3. NAME (Last Suffix, First MI)
Internet

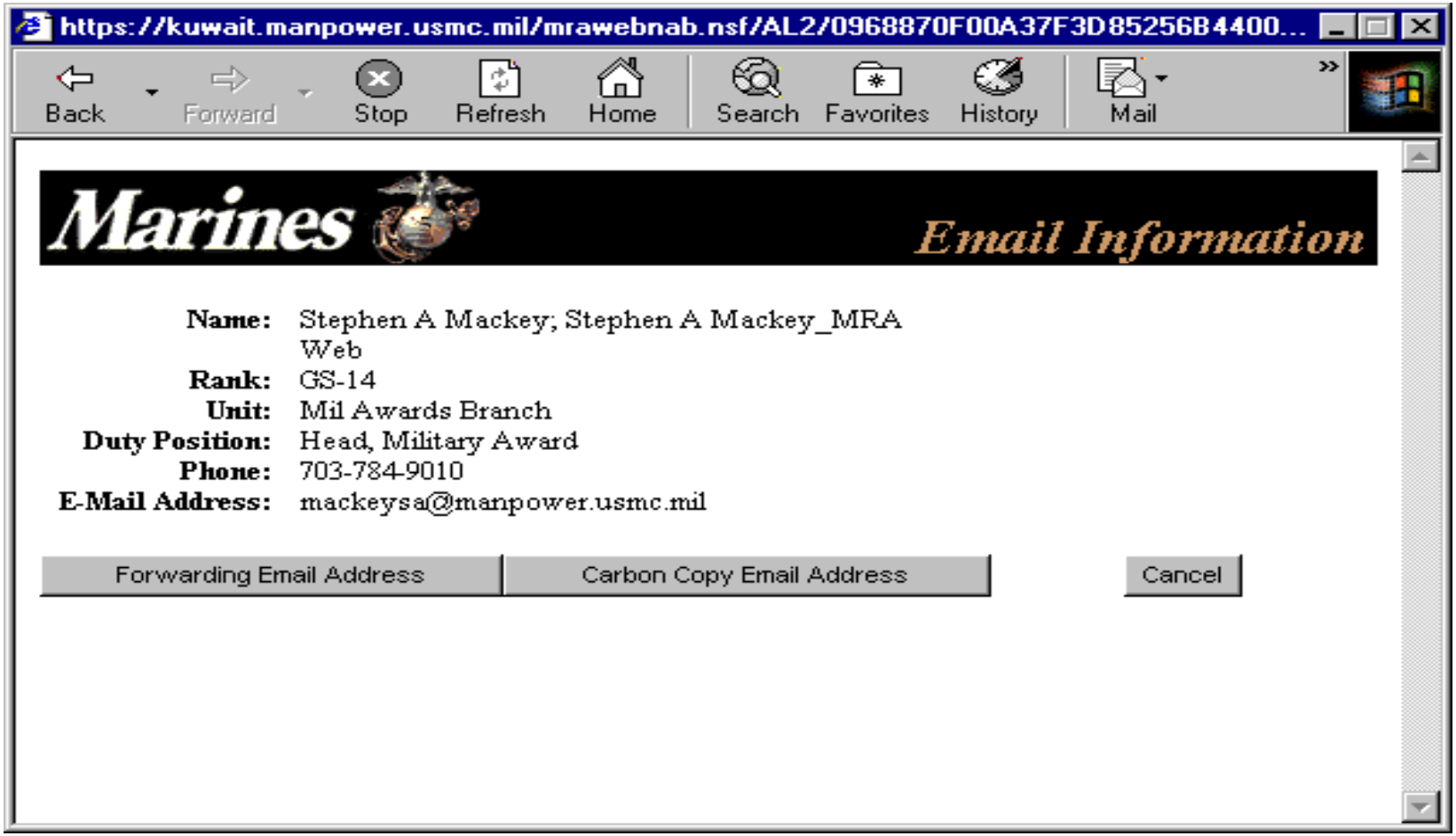
Forwarding an Award to HQMC

09/10/16


https://kuwait.manpower.usmc.mil/mrawebnab.nsf/$$Search?OpenForm - Microsoft Inter...
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Marines
SEARCH Address Book
Search for the following last name:
Search
Search for the following unit:
Search
Click here to view unit list
Search Constraints
1 - This Search will find only the names of those Marines or units who have registered for the Awards Web Site.
2 - You must enter a complete last name for a successful search. The system will not return a list of partial matches. You can, however, enter variants on unit names.

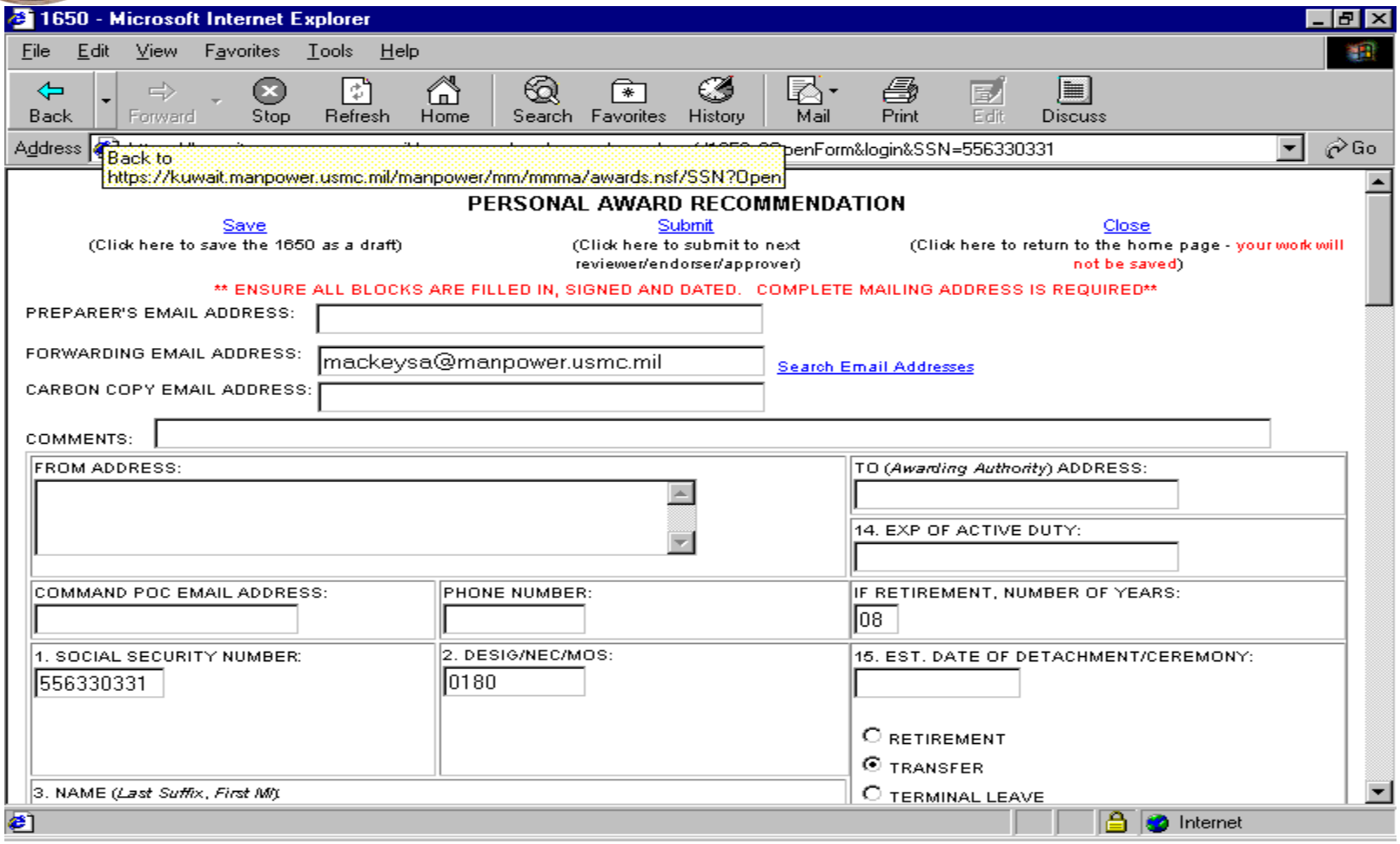
Forwarding an Award to HQMC

09/10/16



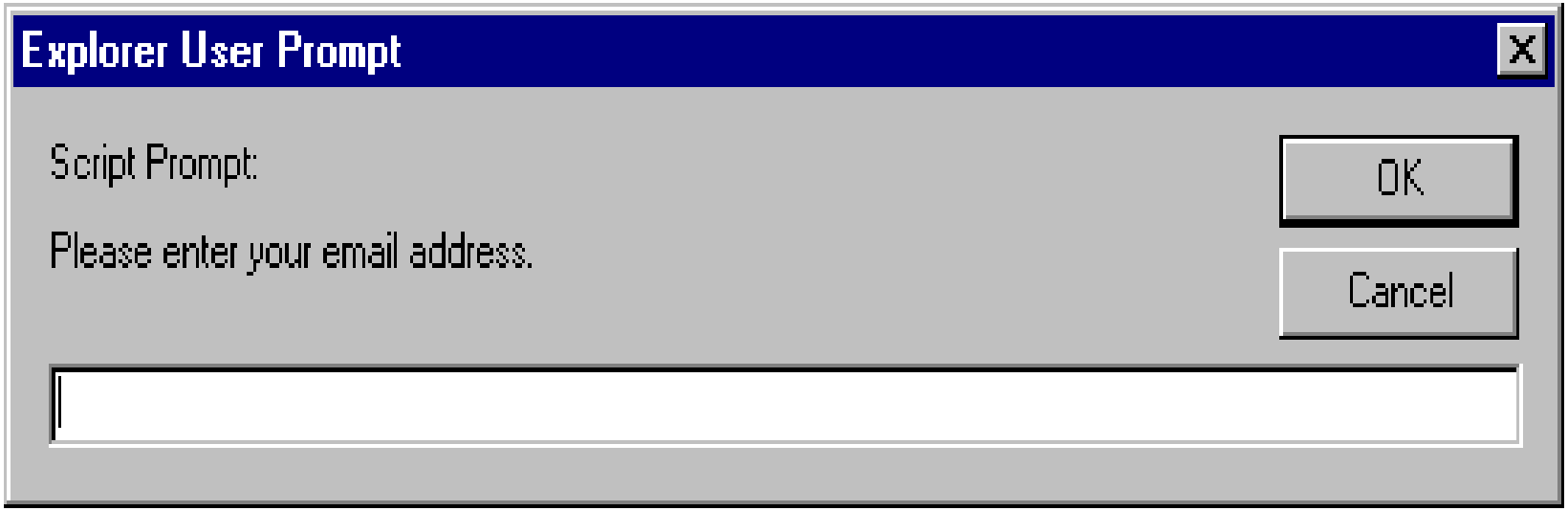
Forwarding an Award to HQMC

09/10/16



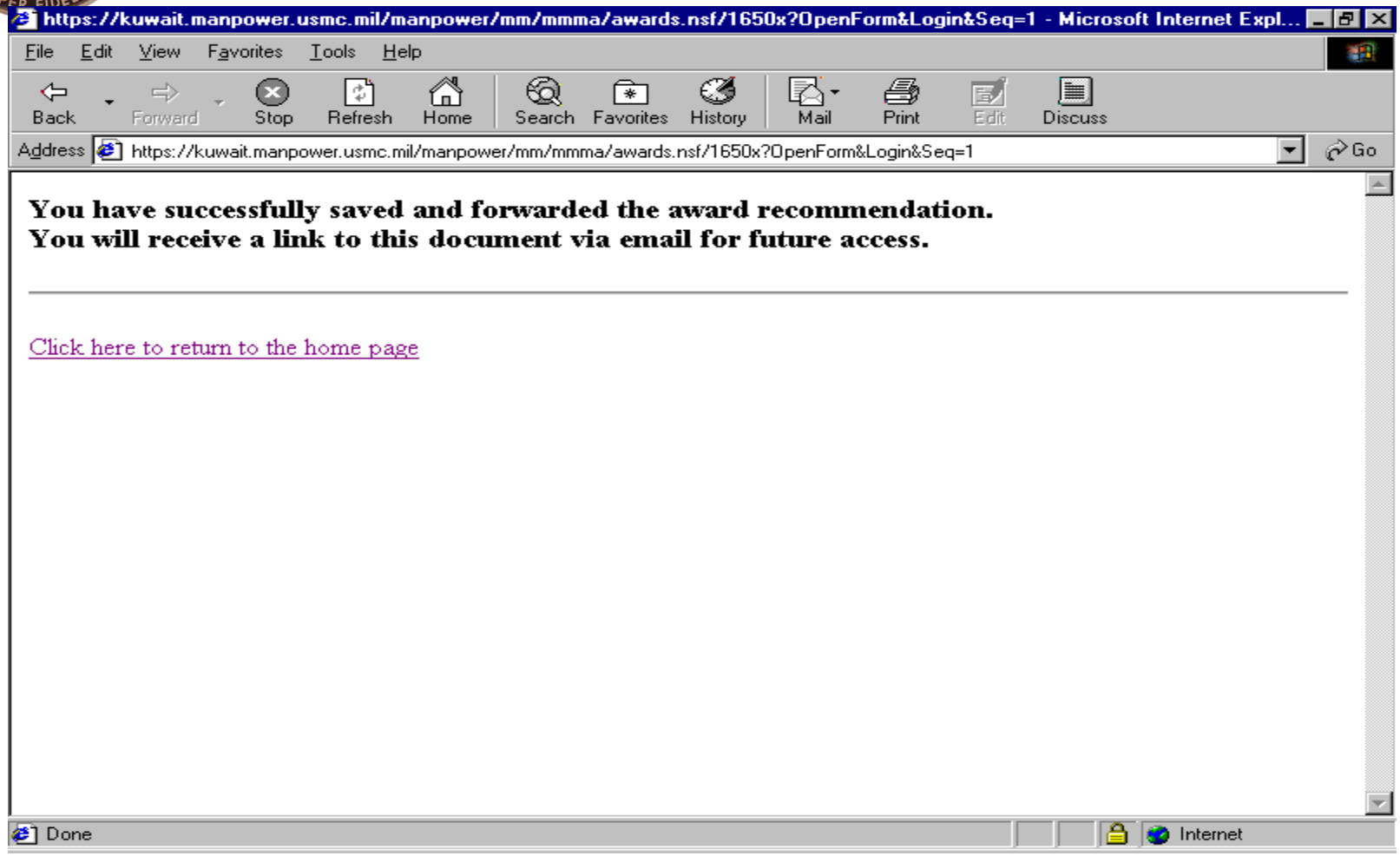
Submitting an Award through the Chain

09/10/16



Forwarding an Award through the Chain

09/10/16


https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&Login&Seq=1 - Microsoft Internet Expl...
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&Login&Seq=1
Go
You have successfully saved and forwarded the award recommendation.
You will receive a link to this document via email for future access.
Click here to return to the home page
Done
Internet

Forwarding an Award to HQMC

09/10/16

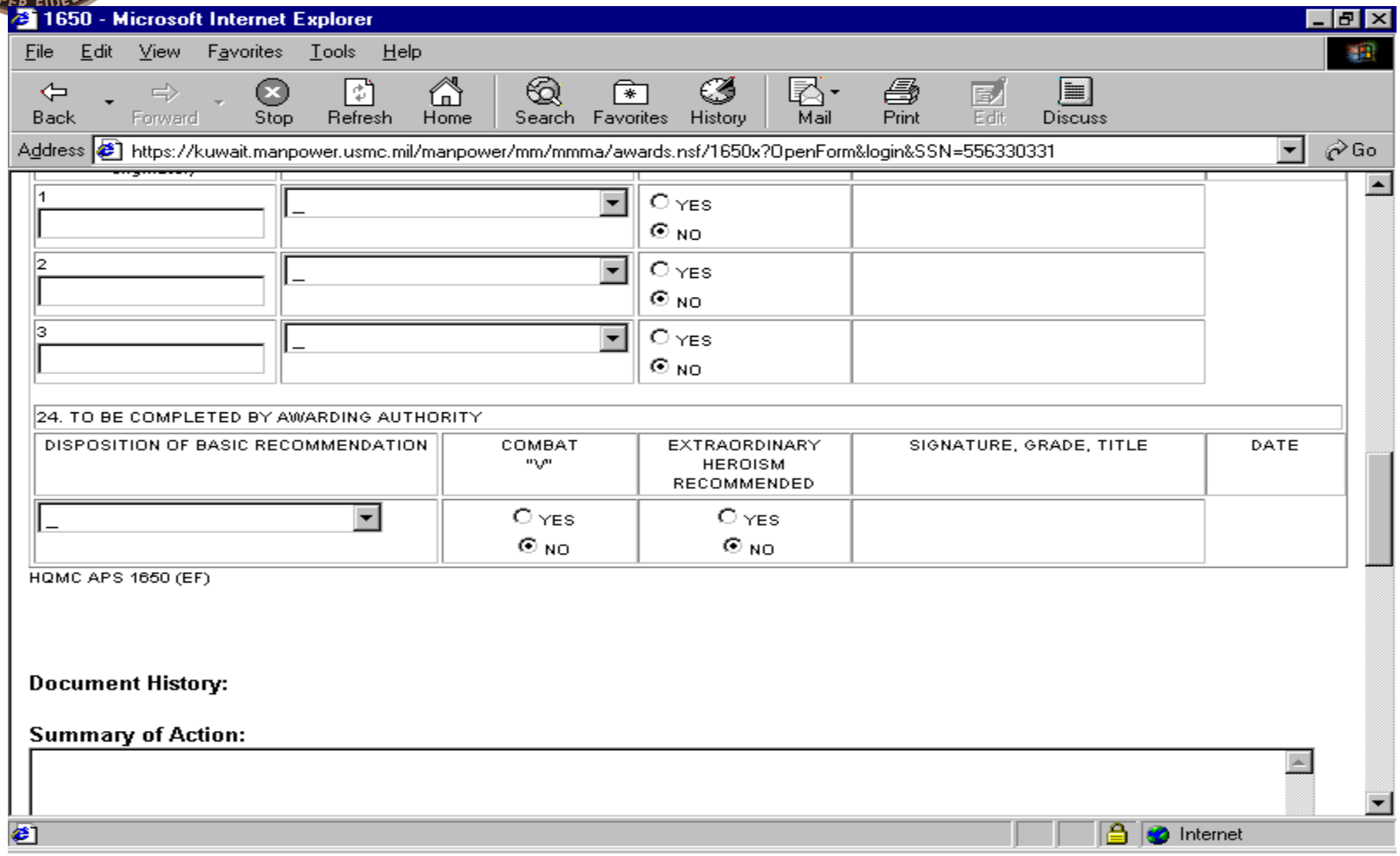
- All awards, to include Field Approved Awards, are forwarded to the following Address:
  - HQMCAwardsBoard@HQMC
  - There is a button on the 1650 that allows the Award to be submitted directly to MMMA
  - It moves the award to our New Mail received folder
- All other correspondence is sent to
  - Awards@manpower.usmc.mil
  - Change of Status, forgotten password, etc

Approve the Award

- If the Commander has approval authority
  - He (or his designated representative) accesses the award through the link and fills out Block 24 of the HQMC APS 1650 (EF)
    - Disposition is the level of award approved {Drop down menu}
    - Click on “Sign” link
    - The system fills the date in
  - Authorization box pops up
    - User Name and Password
    - Authentication is provided via our database

Approving an Award

09/10/16



Value Added

09/10/16

- There is a distinct value added to the new process that has become readily apparent:
  - Awards are forwarded via Email: faster and more efficient way to get endorsement/decision on award recommendations.
  - Reduction in the amount of paper used in the processing of awards.
  - Savings in cost of FedEx and overnight delivery of award recommendations.
  - Reduced storage space for hard copy awards...can be saved and filed on disc or CD-ROM
  - Easier way to process and track the status of awards. Up-to-date and accurate information.

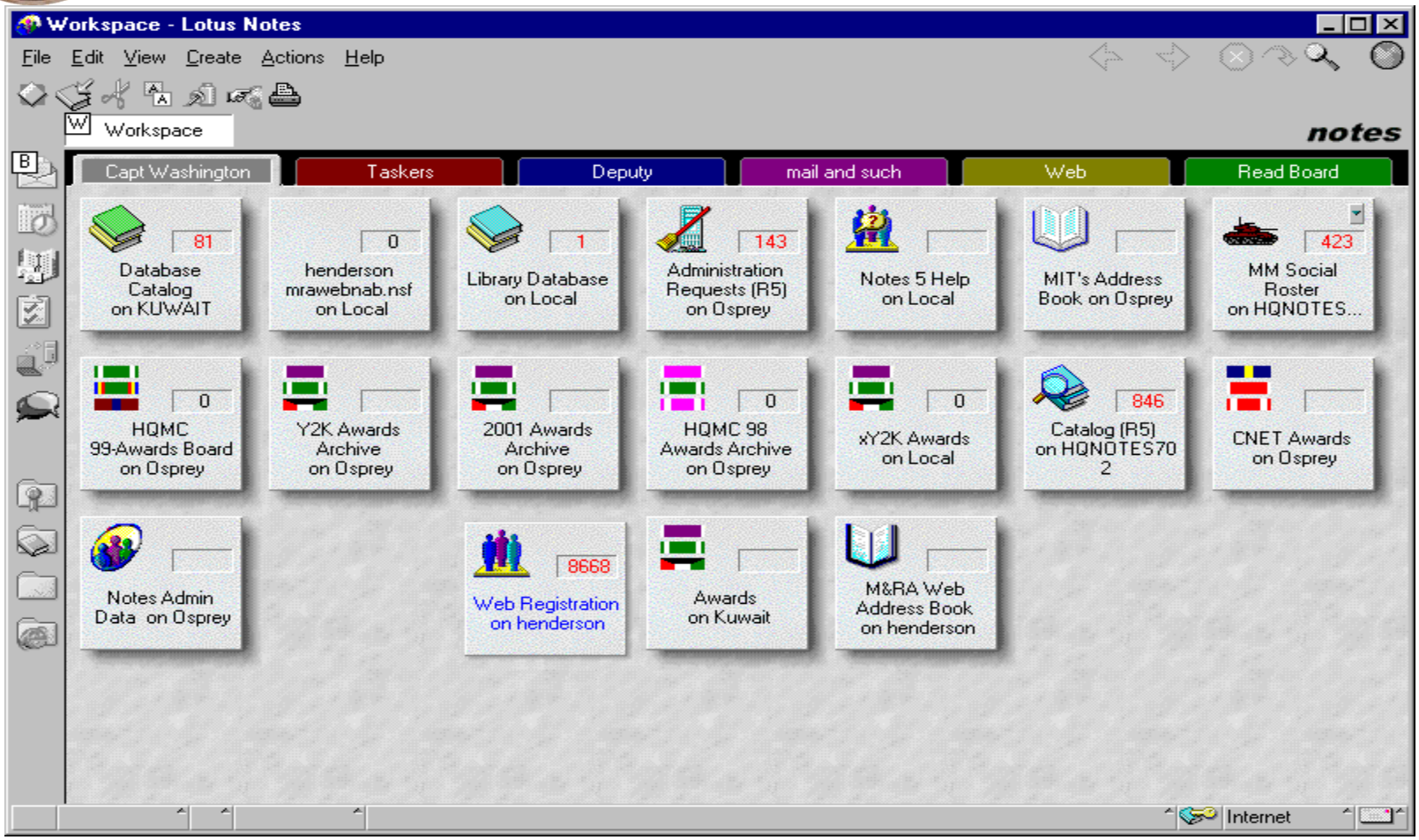
Questions?

Awards Processing System
Lotus Notes

Manager Service

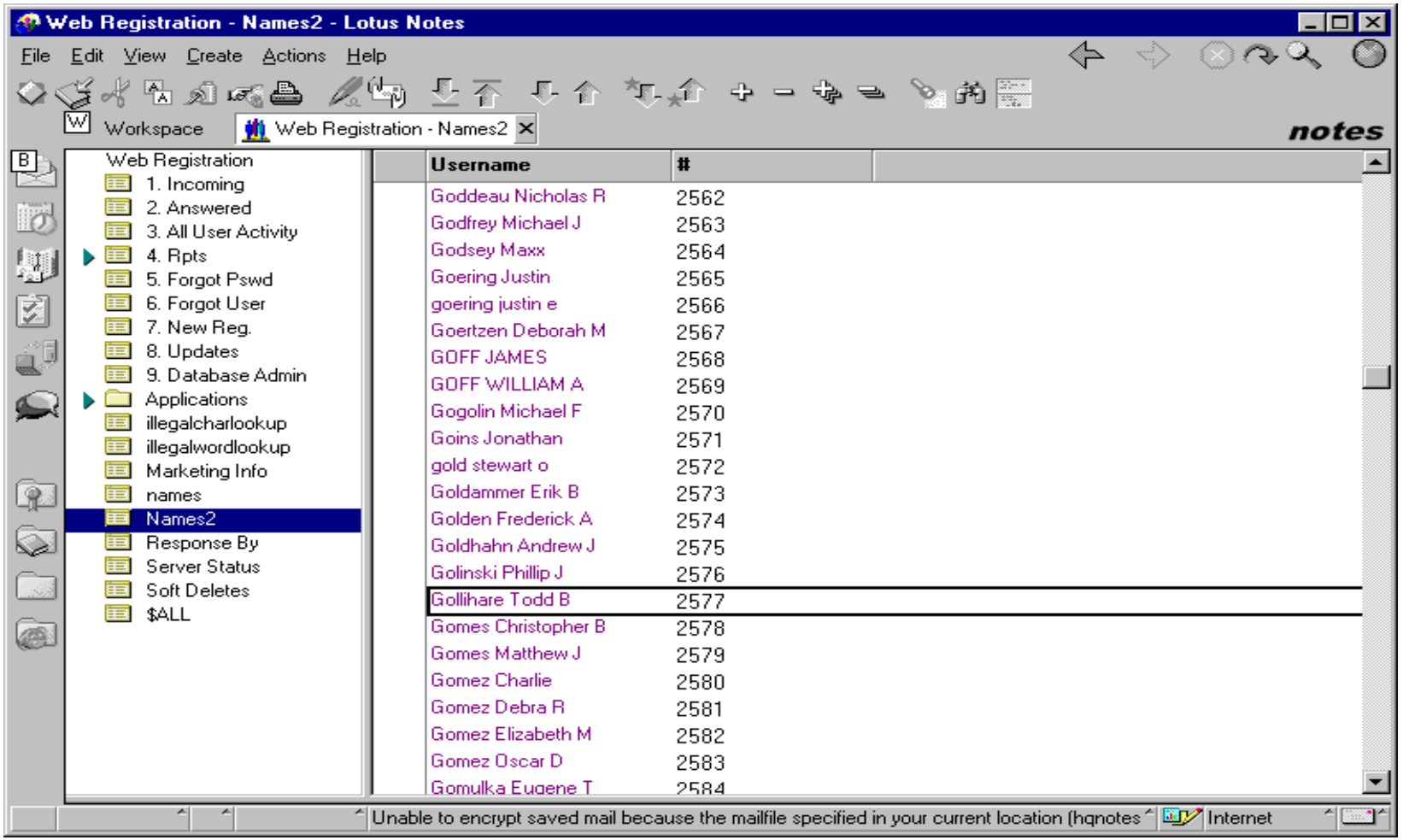
Lotus Notes Databases

09/10/16



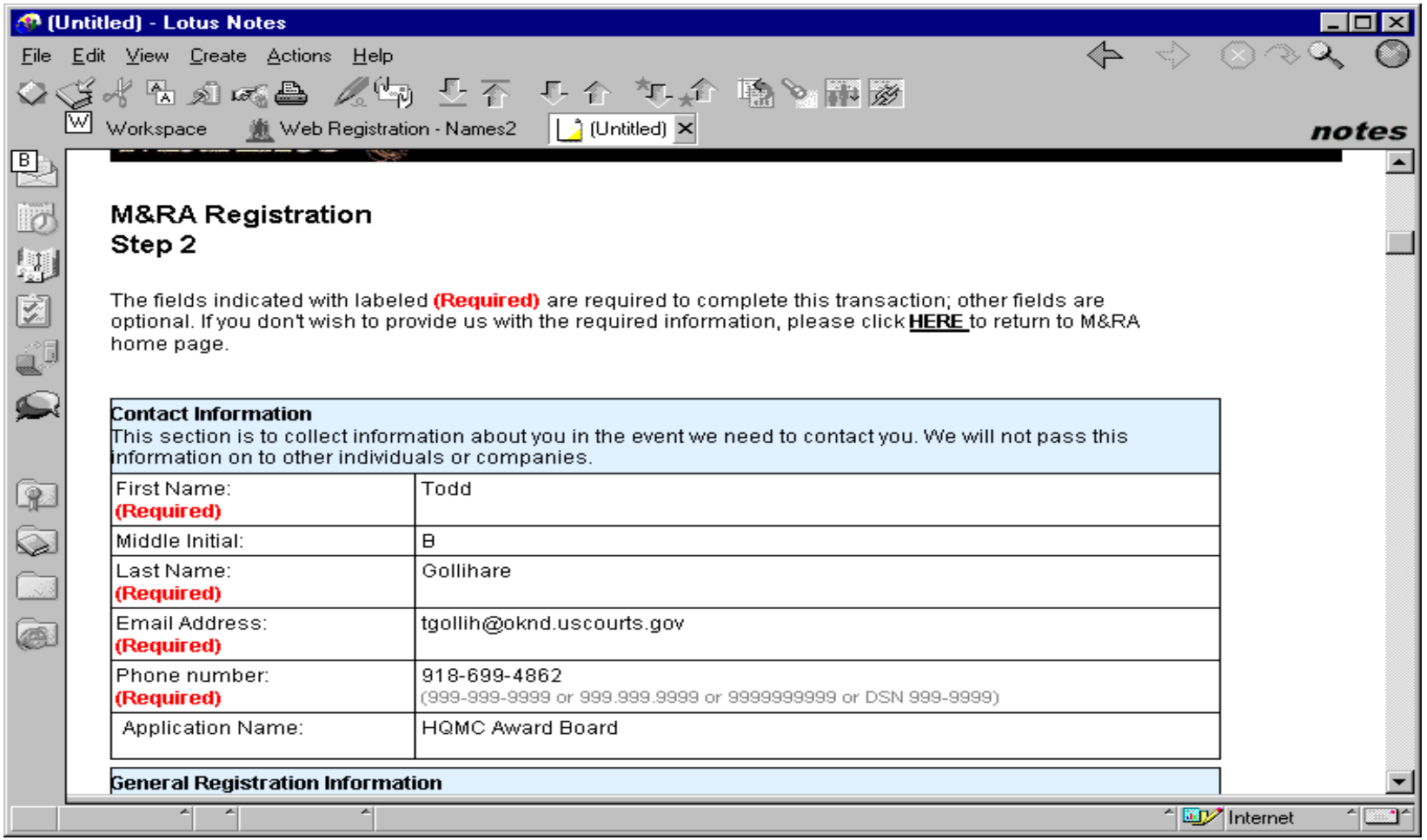
Registration Database

09/10/16



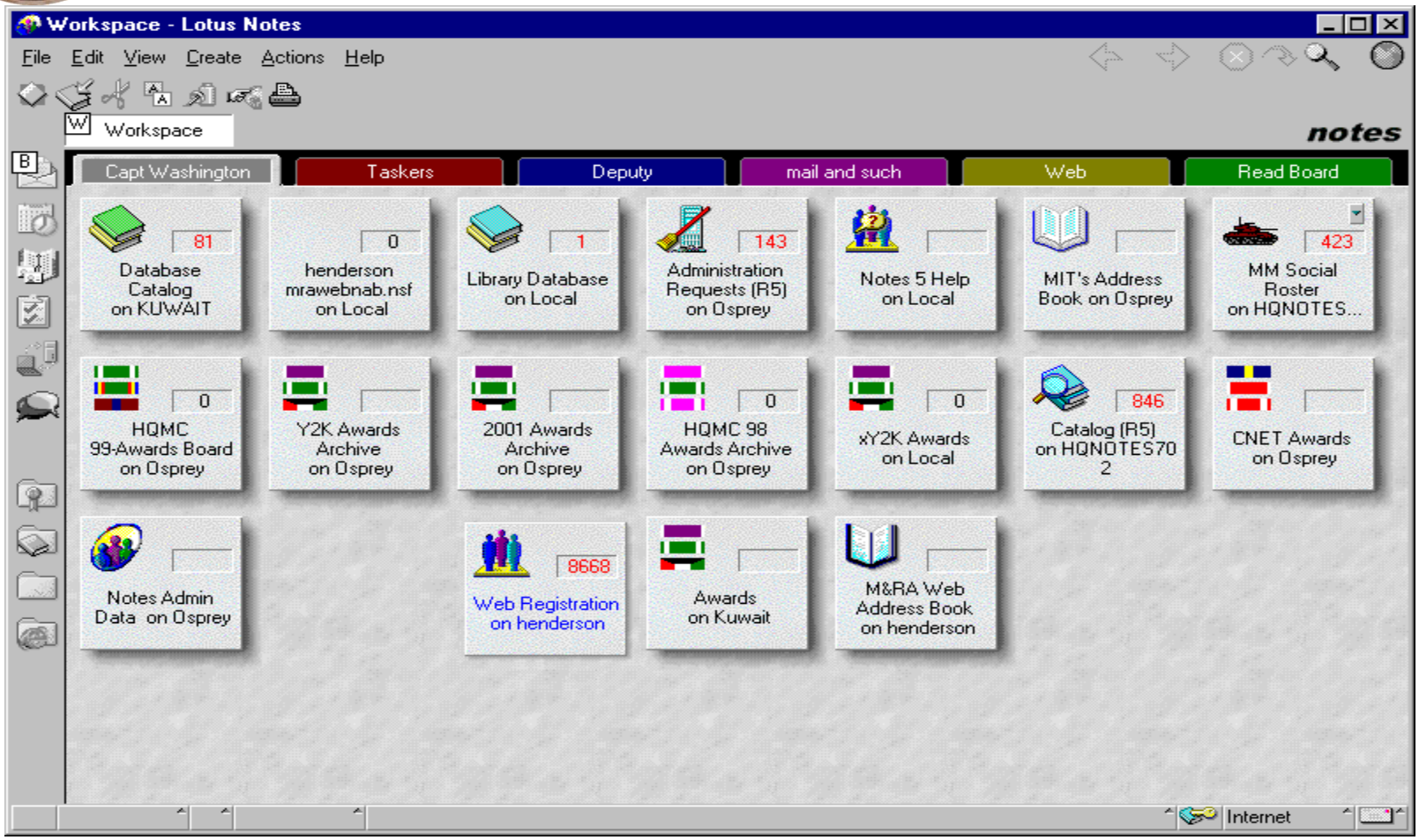
Forwarding an Award to HQMC

09/10/16


(Untitled) - Lotus Notes
File Edit View Create Actions Help
Workspace
Web Registration - Names2
(Untitled)
notes
M&RA Registration
Step 2
The fields indicated with labeled (Required) are required to complete this transaction; other fields are optional. If you don't wish to provide us with the required information, please click HERE to return to M&RA home page.
Contact Information
This section is to collect information about you in the event we need to contact you. We will not pass this information on to other individuals or companies.
First Name: (Required) Todd
Middle Initial: B
Last Name: (Required) Gollihare
Email Address: (Required) tgollih@oknd.uscourts.gov
Phone number: (Required) 918-699-4862
(999-999-9999 or 999.999.9999 or 9999999999 or DSN 999-9999)
Application Name: HQMC Award Board
General Registration Information
Internet

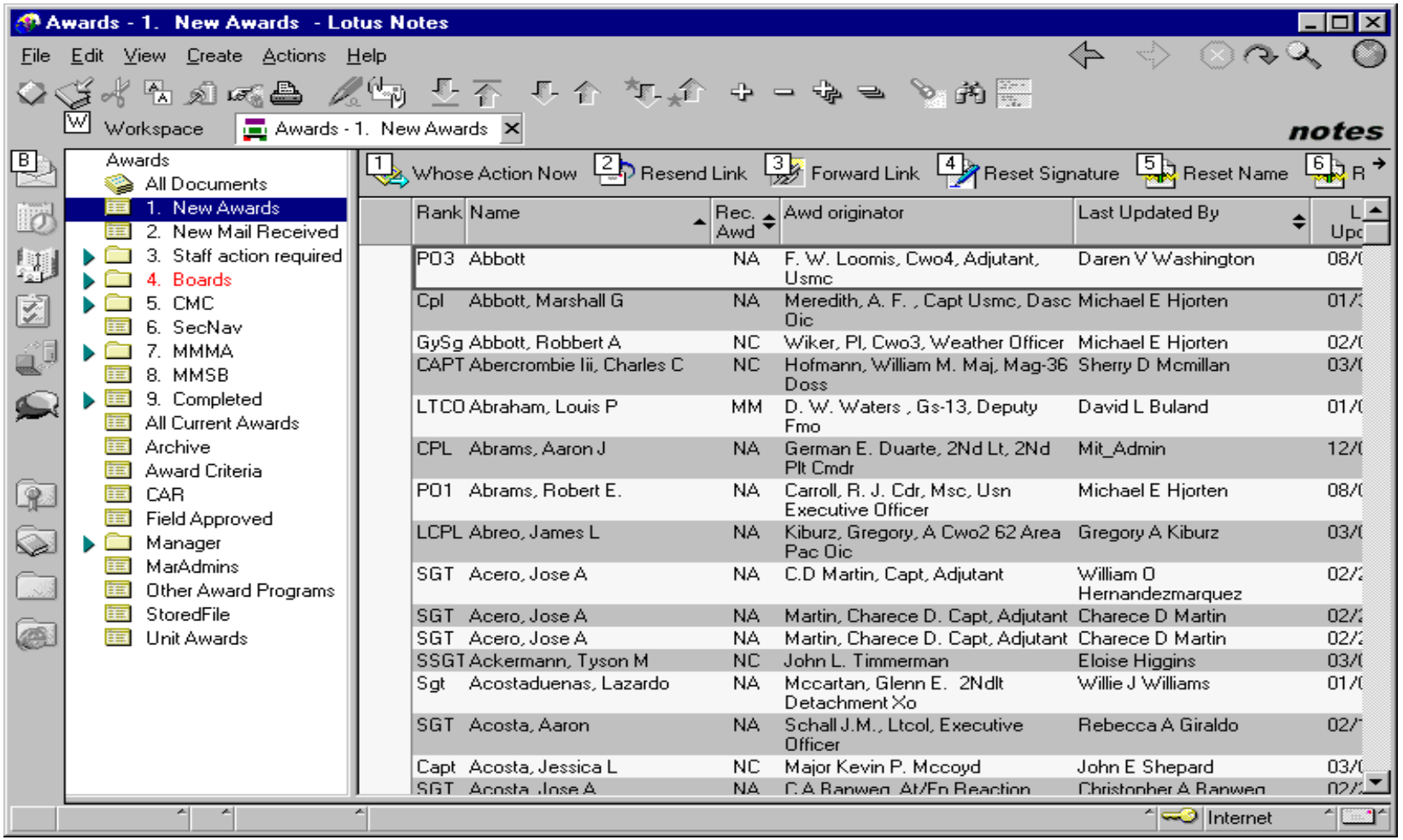
Awards Database

09/10/16



Awards Database

09/10/16


Awards - 1. New Awards - Lotus Notes
File Edit View Create Actions Help
Workspace
Awards - 1. New Awards
notes
Awards
All Documents
1. New Awards
2. New Mail Received
3. Staff action required
4. Boards
5. CMC
6. SecNav
7. MMMA
8. MMSB
9. Completed
All Current Awards
Archive
Award Criteria
CAR
Field Approved
Manager
MarAdmins
Other Award Programs
StoredFile
Unit Awards
1 Whose Action Now
2 Resend Link
3 Forward Link
4 Reset Signature
5 Reset Name
6 R
Rank Name Rec. Awd Awd originator Last Updated By
PO3 Abbott NA F. W. Loomis, Cwo4, Adjutant, Usmc Daren V Washington
Cpl Abbott, Marshall G NA Meredith, A. F. , Capt Usmc, Dasc Oic Michael E Hjorten
GySg Abbott, Robbert A NC Wiker, Pl, Cwo3, Weather Officer Michael E Hjorten
CAPT Abercrombie Iii, Charles C NC Hofmann, William M. Maj, Mag-36 Doss Sherry D Mcmillan
LTCO Abraham, Louis P MM D. W. Waters , Gs-13, Deputy Fmo David L Buland
CPL Abrams, Aaron J NA German E. Duarte, 2Nd Lt, 2Nd Plt Cmdr Mit_Admin
PO1 Abrams, Robert E. NA Carroll, R. J. Cdr, Msc, Usn Executive Officer Michael E Hjorten
LCPL Abreo, James L NA Kiburz, Gregory, A Cwo2 62 Area Pac Oic Gregory A Kiburz
SGT Acero, Jose A NA C.D Martin, Capt, Adjutant William O Hernandezmarquez
SGT Acero, Jose A NA Martin, Charece D. Capt, Adjutant Charece D Martin
SGT Acero, Jose A NA Martin, Charece D. Capt, Adjutant Charece D Martin
SSGT Ackermann, Tyson M NC John L. Timmerman Eloise Higgins
Sgt Acostaduenas, Lazardo NA Mccartan, Glenn E. 2Ndlt Detachment Xo Willie J Williams
SGT Acosta, Aaron NA Schall J.M., Ltcol, Executive Officer Rebecca A Giraldo
Capt Acosta, Jessica L NC Major Kevin P. Mccoyd John E Shepard
Internet

Awards Database

09/10/16

Awards - 2. New Mail Received - Lotus Notes

File Edit View Create Actions Help

Workspace | Awards - 2. New Mail Received | notes

Awards
- All Document
- 1. New Awar
- 2. New Mail
- 3. Staff actio
- 4. Boards
- 5. CMC
- 6. SecNav
- 7. MMMA
- 8. MMSB
- 9. Completec
- All Current Av
- Archive
- Award Criteria
- CAR
- Field Approve
- Manager
- MarAdmins
- Other Award
- StoredFile
- Unit Awards

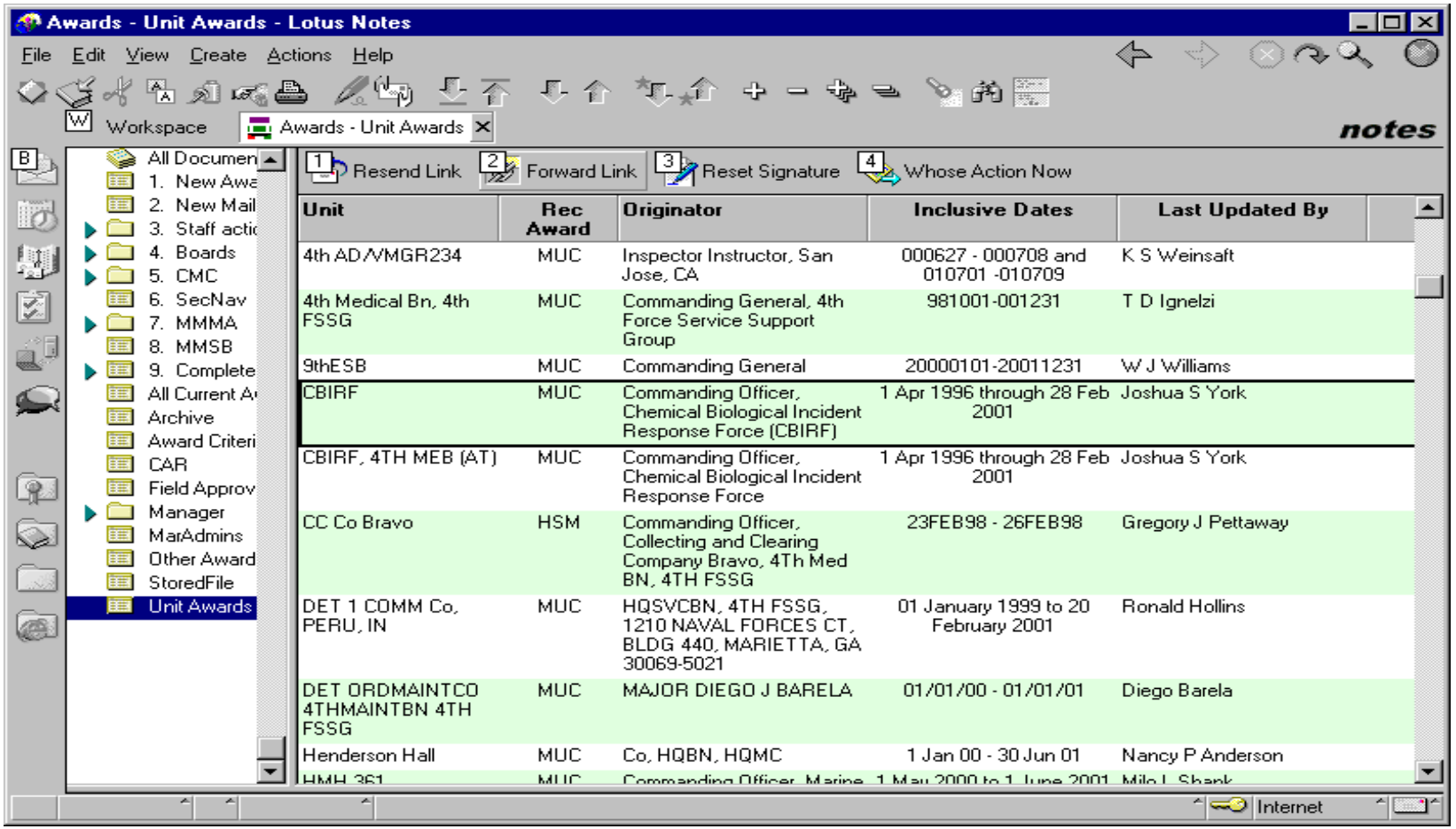
1 Return to New | 2 NAVMC 1650 | 3 Manual NAVMC 1650 | 4 Whose Action Now

Rank	Name	Rec Awd	App Awd	App Authority	Date Rec'd	Approve?
SSgt	Burgess, Patrick, A.	NA	NA	marocco@1maw.usmc.mil	02/11/2002	No
SERGEA	CASILUS, TAMA	NA	NA	COMMANDING OFFICER MCSFCO EUR PSC 819 BOX 13	03/05/2002	Yes
SSGT	HENSLEY, CARLTON L	NC	_	Commanding General, Fleet Marine Force, Atlantic	03/05/2002	Yes
Sgt	Hess Jr., John M.	NA	NA	roccoma@1maw.usmc.mil	02/11/2002	No
GYSGT	HOLLAND, ROBERT F	NC	CT	CG, MRCD/ERR PISC	03/05/2002	Yes
1stLt	KRYSA, JOHN D	NA	NA	Commanding Officer MACS-4	02/13/2002	No
SGT	MCNEAL, KARY L	NA	NA	CO VMA-223	02/23/2002	No
Sgt	Mindingall, Michael G.	NA	NA	Commanding Officer, MCSFCO Patuxent River, MD 20670	02/20/2002	No
LCpl	MOORE, CHARLES C	NA	NA	4thMarDivAwards@mfr.usmc.mil	02/13/2002	No
1stSgt	NEILAN, STEPHANIE M	MM	_	CMC HQMC	03/01/2002	Yes
Capt	Patch, Allan Kent	MM	MM	COMMARFORRES	02/25/2002	No
HM2/E-5	Verm, Denniss E	NA	_	COMMANDING GENERAL	03/05/2002	Yes
SSGT	WHITE, TIMOTHY S	NA	NA	CO, HQBN, 1st MarDiv	03/05/2002	Yes
SGT/E-5	WRIGHT, SCOTTY E	NA	NA	COMMANDING OFFICER, HEADQUARTERS BATTALION,	03/05/2002	Yes
SGT	ZHU, XIN D	NA	NA	CO MWCS 38	03/05/2002	Yes

Internet

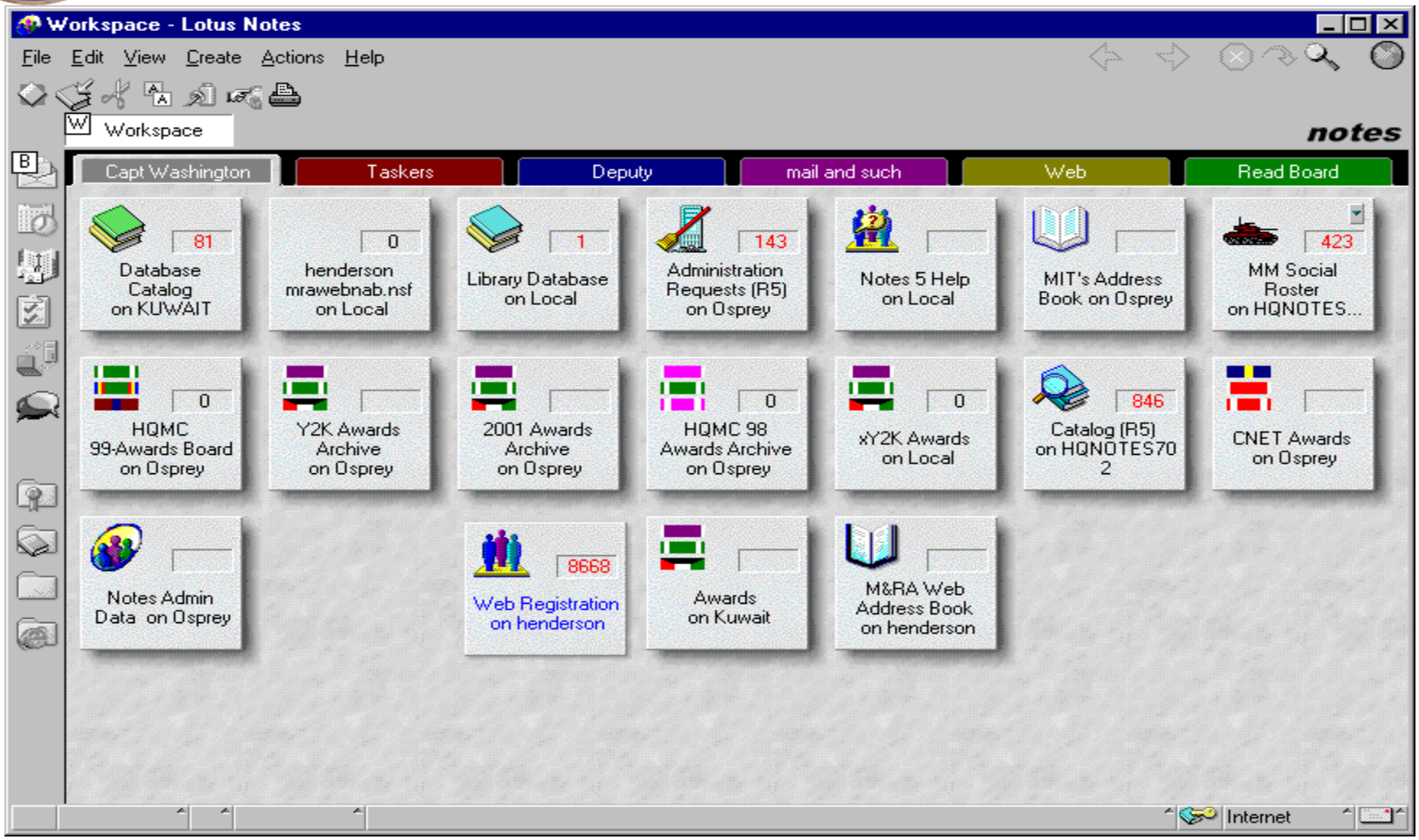
Unit Awards

09/10/16



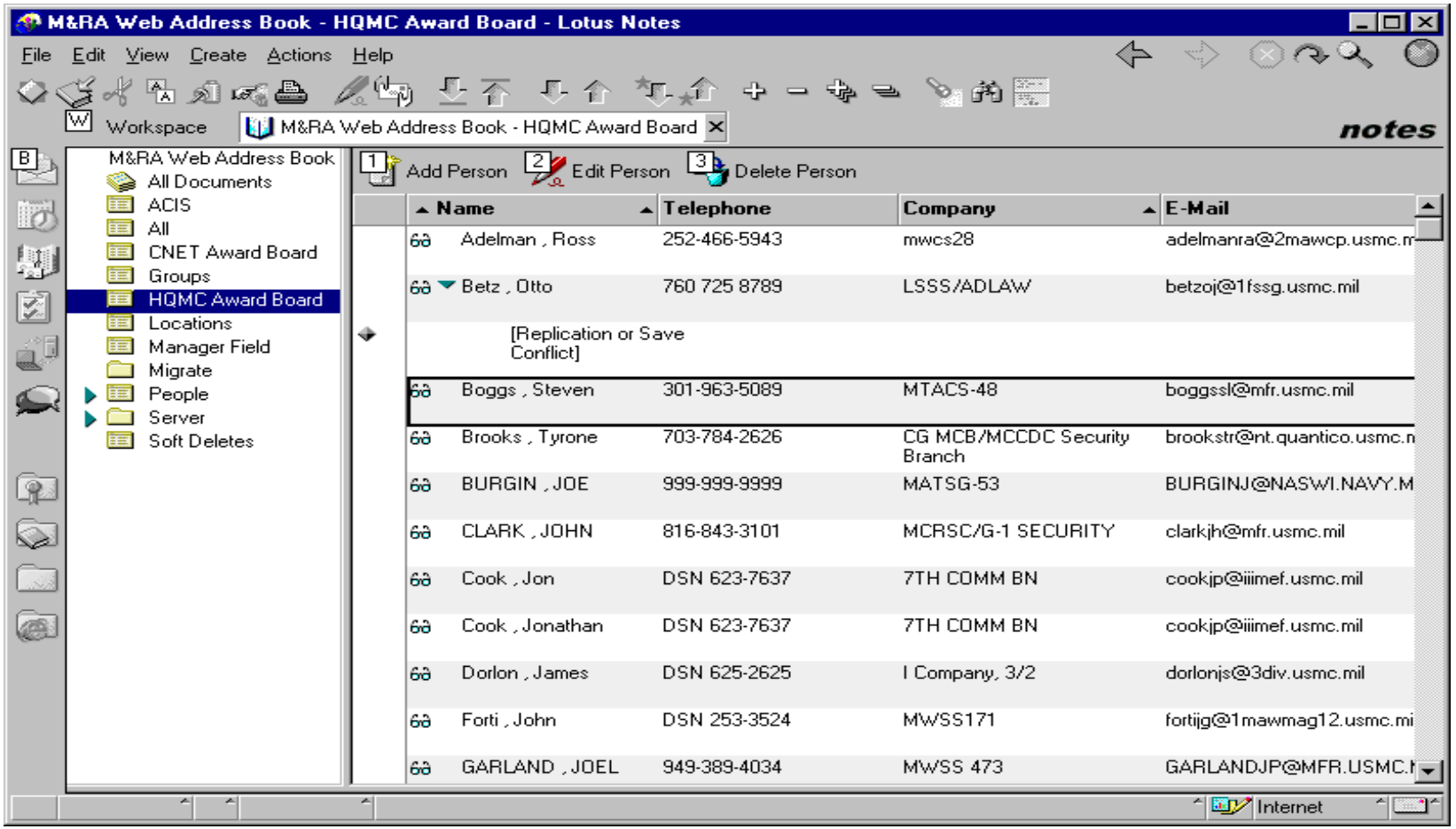
Registration Requests

09/10/16



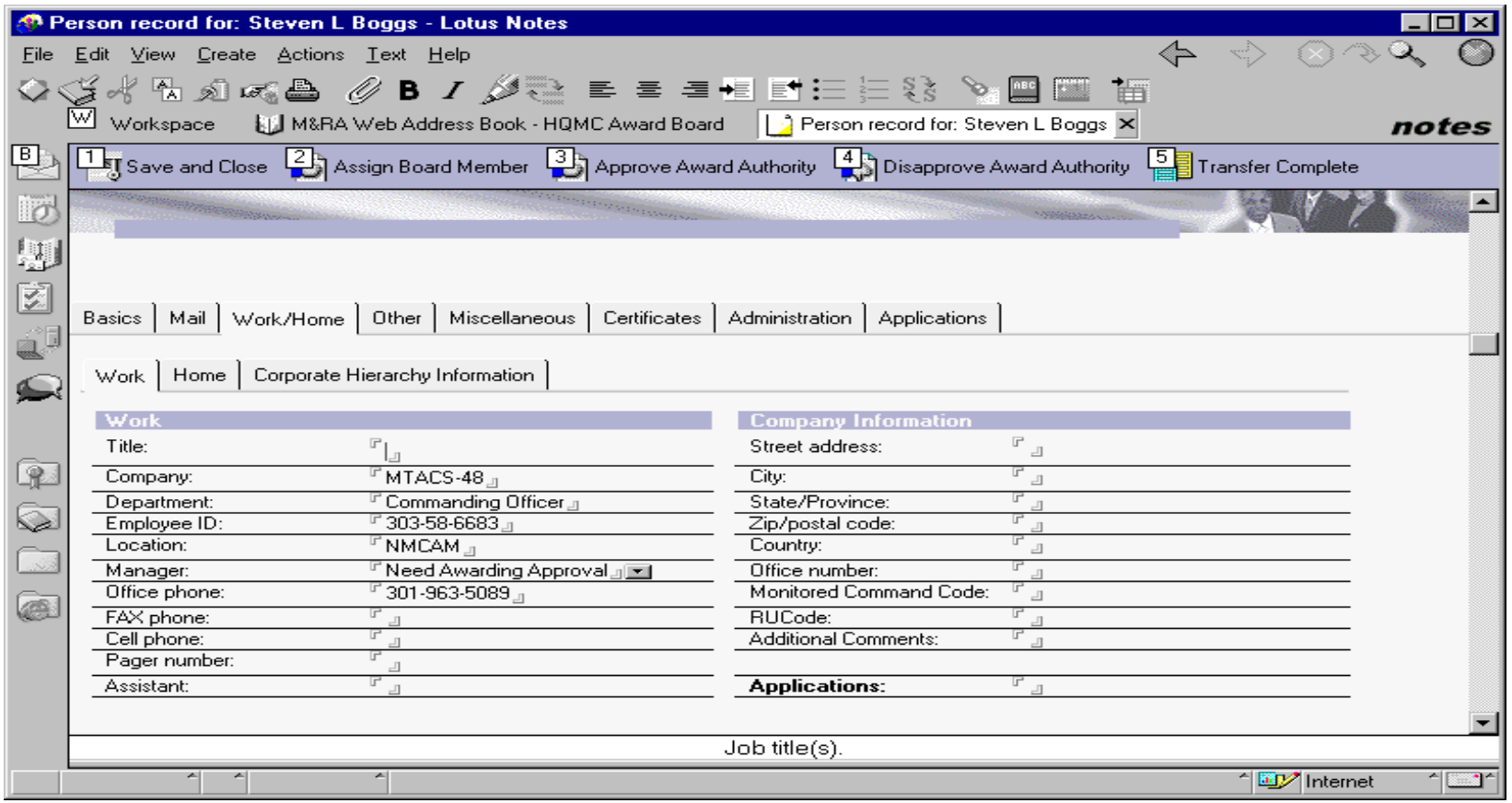
Individuals Requesting Registration

09/10/16


M&RA Web Address Book - HQMC Award Board - Lotus Notes
File Edit View Create Actions Help
Workspace
M&RA Web Address Book - HQMC Award Board
notes
M&RA Web Address Book
All Documents
ACIS
All
CNET Award Board
Groups
HQMC Award Board
Locations
Manager Field
Migrate
People
Server
Soft Deletes
1 Add Person
2 Edit Person
3 Delete Person
Name
Telephone
Company
E-Mail
Adelman , Ross 252-466-5943 mwcs28 adelmanra@2mawcp.usmc.m
Betz , Otto 760 725 8789 LSSS/ADLAW betzoj@1fssg.usmc.mil
[Replication or Save Conflict]
Boggs , Steven 301-963-5089 MTACS-48 boggssl@mfr.usmc.mil
Brooks , Tyrone 703-784-2626 CG MCB/MCCDC Security Branch brookstr@nt.quantico.usmc.m
BURGIN , JOE 999-999-9999 MATSG-53 BURGINJ@NASWI.NAVY.M
CLARK , JOHN 816-843-3101 MCRSC/G-1 SECURITY clarkjh@mfr.usmc.mil
Cook , Jon DSN 623-7637 7TH COMM BN cookjp@iiimef.usmc.mil
Cook , Jonathan DSN 623-7637 7TH COMM BN cookjp@iiimef.usmc.mil
Dorlon , James DSN 625-2625 I Company, 3/2 dorlonjs@3div.usmc.mil
Forti , John DSN 253-3524 MWSS171 fortijg@1mawmag12.usmc.mi
GARLAND , JOEL 949-389-4034 MWSS 473 GARLANDJP@MFR.USMC.
Internet

Approving or Denying the Request

09/10/16



Questions?